WE HELP YOU MAKE IT™

US Foods Online and Mobile Inventory User's Manual

December 2020

Table of Contents

DOCUMENT UPDATES **4**

US FOODS INVENTORY OVERVIEW **5**

US FOODS INVENTORY REPORTS **5**

Inventory Cost Report – Extended *5*

LIST MANAGEMENT CHANGES **6**

BEFORE YOU BEGIN **7**

IMPORTANT - READ BEFORE STARTING 8
Inventory specific data elements *8*
Inventory reports are linked to lists *9*

CREATE AN INVENTORY - OVERVIEW **10**

CREATE AN INVENTORY - DETAILS **11**

STEP 1 – UPDATE US FOODS PRODUCTS 11
STEP 2 – UPDATE NON-US FOODS PRODUCTS 11
Update inventory units (optional) *15*
Create and Assign GL Codes (optional) *16*
STEP 3 - PRINT A WORKSHEET TO RECORD THE INVENTORY (SKIP TO STEP 6 IF USING THE MOBILE APP) 18
STEP 4 - RECORD THE INVENTORY 20
STEP 5 - ENTER THE RECORDED INVENTORY ONLINE 21
STEP 6 – RECORD THE INVENTORY USING THE MOBILE APP (SKIP TO STEP 9 IF ENTERING INVENTORY ONLINE) 23
STEP 7 – ENTER THE INVENTORY ON THE MOBILE APP 25
STEP 8 – SYNCH THE MOBILE APP 26
STEP 9 - PRINT THE INVENTORY COST REPORT 27
Sample Printed Inventory Cost Report *28*
STEP 10 - PRINT THE INVENTORY COST COMPARISON REPORT 29
Sample Inventory Cost Comparison Report *30*

APPENDIX **31**

INVENTORY PRE-WORK 31
Step 1: Pre-work - Create GL Codes (optional) *31*
Step 2: Pre-work - Copy a new list to record inventory *33*
Create a new list from scratch to record inventory *34*
Step 3: Pre-work - Assign GL Codes (optional) *37*
ADD PRODUCTS TO A LIST 42
Add new products by using Search *42*
Add new products using Edit Group *44*
ADD NON USF PRODUCTS 46
ADD PAR LEVELS 48
INVENTORY WORKSHEET 50
Inventory Worksheet - PDF version *50*
Inventory Worksheet – CSV Version *52*
AUDIT AN INVENTORY LIST 53
Create invoice report to use for audit *53*
Audit the Report *55*
Update inventory values using the Manage Lists and the Product Detail Screen *56*
INVENTORY REPORTS 58
Inventory Cost – Description Ascending *59*
Inventory Cost – Extended Value – Descending *59*
Inventory Cost – GL# with Subtotal Detail - Ascending *60*
Inventory Cost – GL# without Subtotal Detail – Ascending *60*
Inventory Cost Comparison – All Products *62*
Inventory Cost Comparison – Changes Only *62*

Inventory Cost Report – Summary *63*
Inventory Cost Report – Extended *64*
Inventory Cost Report – Extended with Subtotals *66*
UPLOAD AN INVENTORY WORKSHEET WITH NON USF PRODUCTS 68
MANAGING LISTS WITH THE LIST MANAGEMENT APPLICATION 73
Create a New List from Scratch *73*
Adding Product Groups *73*
Adding Products to the List / Groups *74*
Inventory shopping lists and worksheets *76*

FREQUENTLY ASKED QUESTIONS 77

INVENTORY COST REPORTS 77

Document Updates

December 2020	List Management Application - changes applied throughout the document	
July 2017	Audit Inventory Lists	Page 53
October 2014	Inventory Cost Report – Extended	Page 64

US Foods Inventory Overview

- Real time costing of all recorded US Foods products
- Supports non-US Foods products
- Compare costs between recorded inventories
- Generate orders automatically based on pre-established par values. These orders can be reviewed and modified prior to submission.
- Identify high cost products within your inventory.
- Identify and reduce ordering levels for over-stocked items.
- Compare pricing of current inventories to past inventories.
- Create general ledger reports for your company's accounting department
- Use the mobile app on a tablet or smart phone to record the inventory

US Foods Inventory Reports

Inventory Worksheet

- Print any shopping list in this format. Use multiple columns to record inventory or order

Inventory Cost:

- Description - Ascending
- Extended Value – Descending
- GL# with Subtotal Detail
- GL# without Subtotal Detail
- Line # - Ascending
- Product # - Ascending

Inventory Cost Comparison

Select separate dates for the same inventory list.

Compare:

- All products
- Price changes only

Sort by:

- Percent price change – descending

Inventory Cost Report – Extended

The "Inventory Cost Report – Extended" was created for owner/managers of 2 or more locations who want to get the most up to date inventory reports from all locations.
This extended cost report allows managers to:

- Pull all active inventory reports for a 5 day date range across multiple locations and divisions
- Pull all key report elements in one Excel / CSV report including

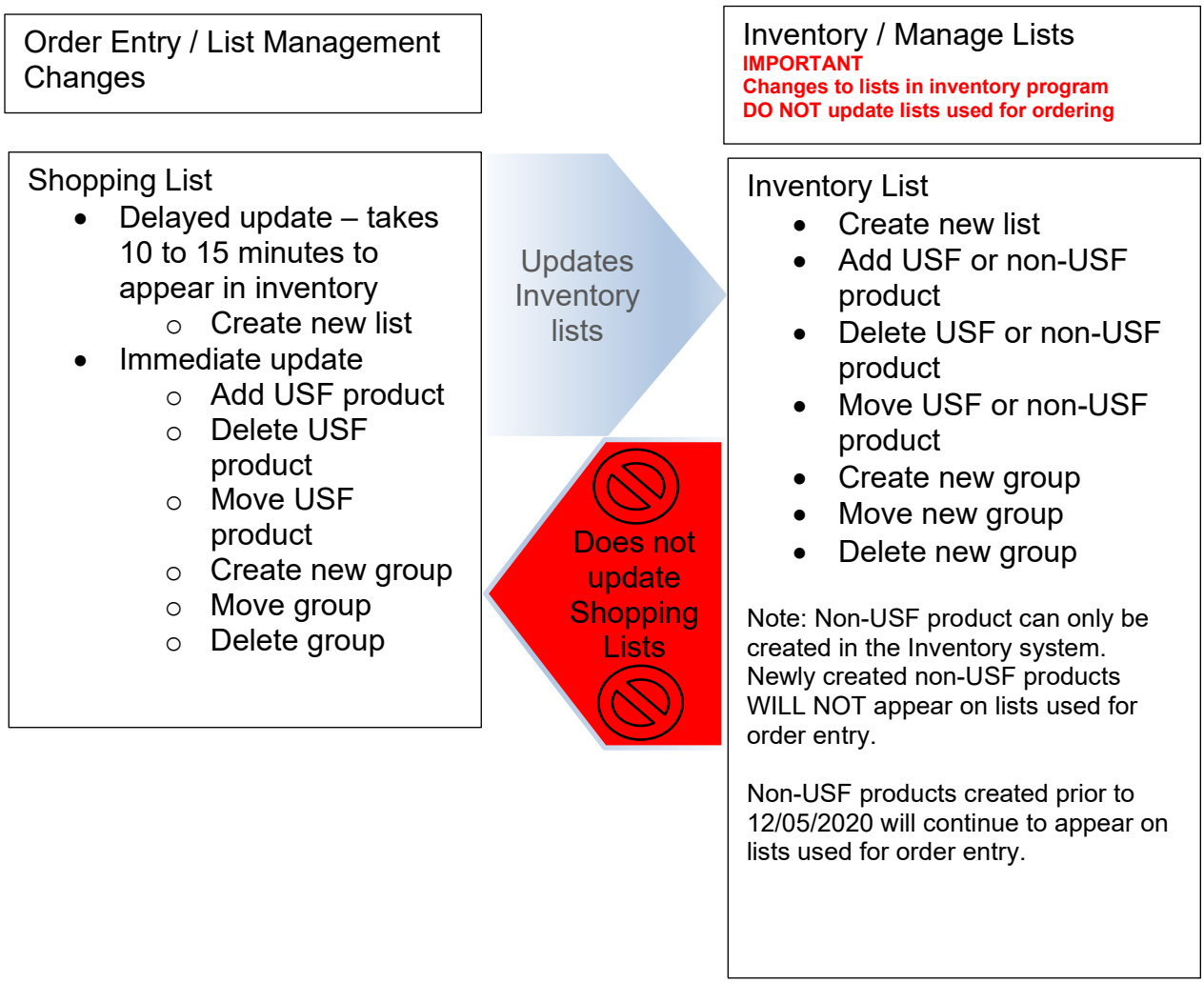
Eliminates the need for location managers to email completed inventories

List Management changes

As of December 2020, there is a new process for updating lists used for ordering and taking inventory. This document has been updated to reflect this change in process

- **US Foods products** – If you wish to keep ordering lists in synch with lists used for inventory, the following changes must be made in the List Management application. **These changes will automatically update the lists used for inventory**:
  - Creating new lists – you must wait 15 minutes for new lists to appear in the inventory program
  - Adding USF products
  - Deleting USF products
  - Moving USF products
  - Adding, moving or deleting product groups
- **Non-USF products** – Changes to and creation of non-USF products can only be made in the Inventory program. **These newly created non-USF products will not appear on lists used for ordering.** Additionally, changes made to USF products in the Inventory program WILL NOT update lists used for ordering.

Below is a process flow of how List Management works with the Inventory system.



Before you begin

<u>If this is your first time:</u>

In the List Management application:

1. Create a new list to be used to create orders and record inventory

In the Inventory program:

2. Create GL Codes (optional)
3. Assign GL Codes (optional)
4. Edit inventory units (optional)
5. Create vendors (optional)
6. Create non-US Foods products (optional)
   Note: Newly created non-US Foods products will no longer show up on the shopping list used for ordering

<u>If you are a returning user:</u>

In the List Management application for USF products:

1. Select a list to be used to record inventory
2. Delete products no longer being inventoried.
3. Update products location on Shelf to Sheet lists
4. Add new USF products since last inventory.

In the Inventory program:

5. Create new non-US Foods products (optional)
   Note: Newly created non-US Foods products will no longer show up on the shopping list used for ordering Update all new products:
   - Add GL Codes (if used)
   - Edit inventory units
6. Make sure all products to be inventoried are on the selected Shopping List.

Important: You cannot add additional products to the list once you click on "Lists" and then "Create Inventory". Make absolutely sure all products are on the list before you create the inventory.

Important - Read before starting

Inventory specific data elements

Inventory specific data elements are:

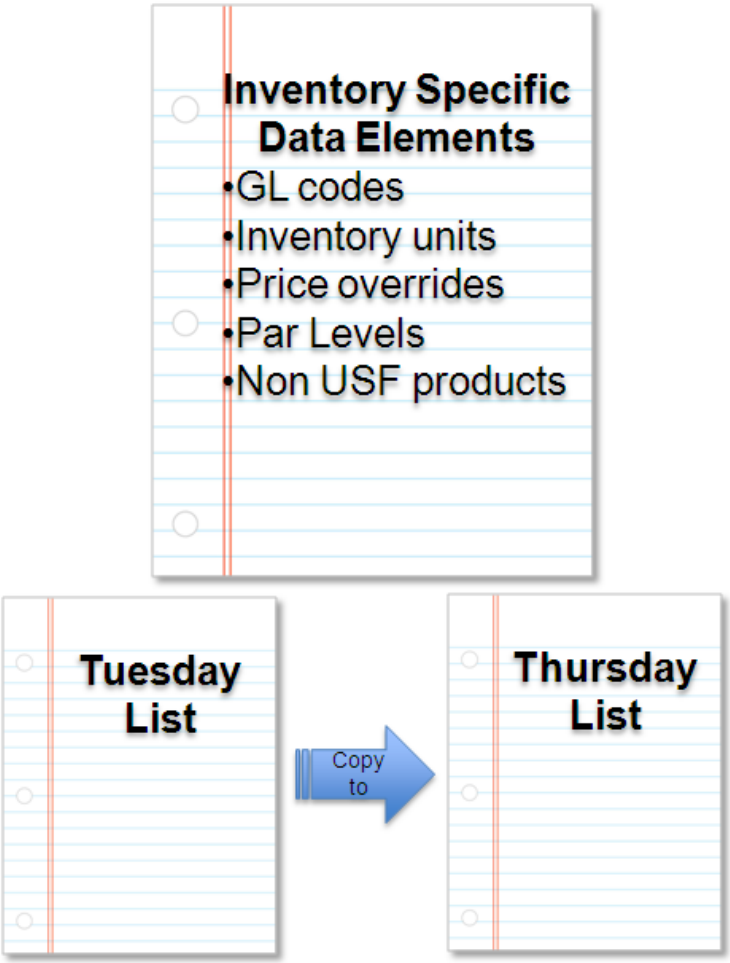
- GL codes
- Inventory units
- Price overrides
- Par Levels
- Non USF products

These data elements are part of the Inventory List. They are not attached to the individual product number. **These data elements can only be edited in the Inventory program.**

If a new list is created from scratch, the inventory data elements must be re-entered for each product. **These data elements can only be created in the Inventory program.**

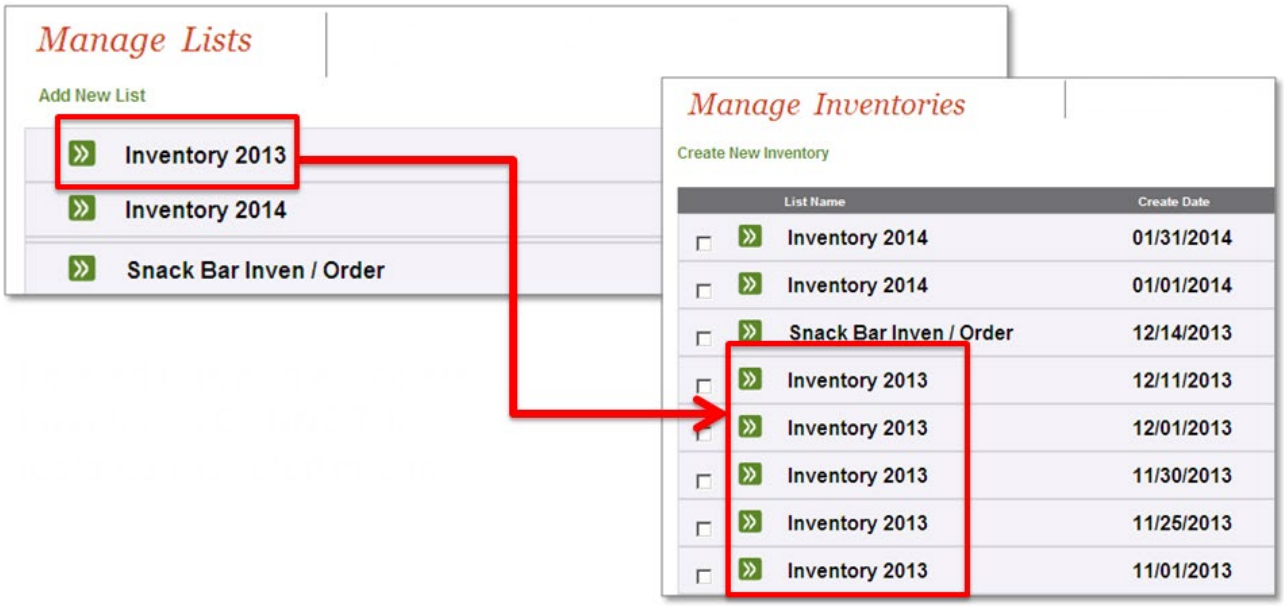
To avoid re-entering this information when a new list is created, copy the original list with the inventory specific data elements.

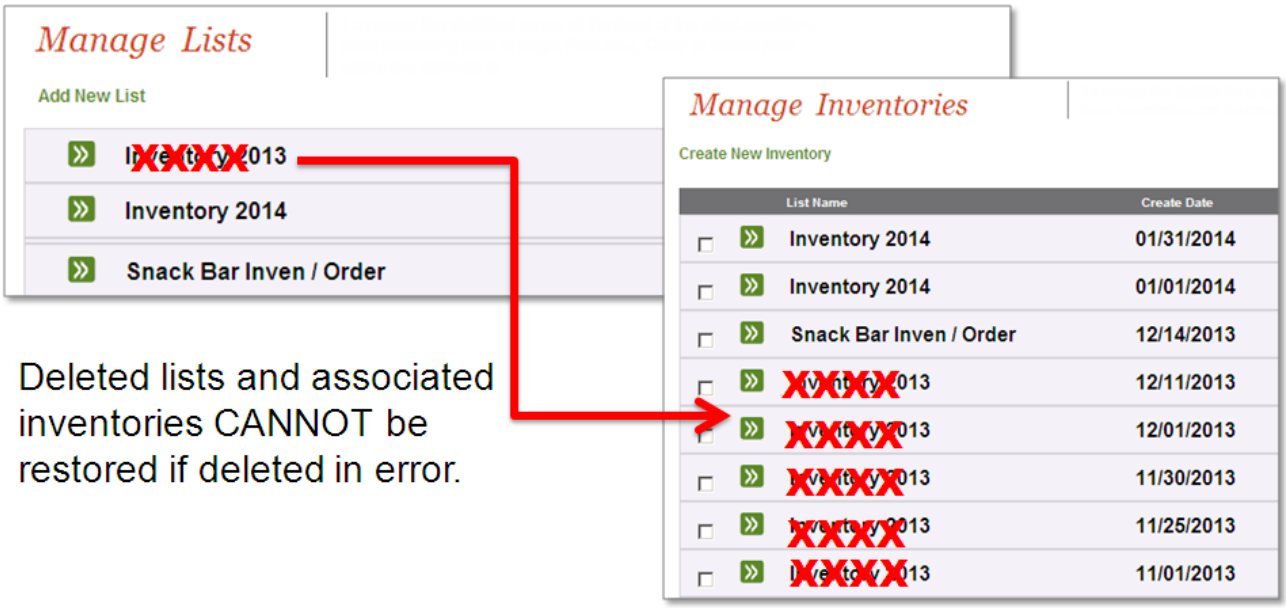
Edit the copied list as needed. Remember t



Inventory reports are linked to lists

Inventories are linked to the list that created them.





Note: As a safety precaution – you cannot delete an inventory list from the List Management application. You must do it from the Inventory program.

Create an Inventory - Overview

Online and Mobile Process

1. **US Foods products** - Using the List Management application, update the shopping lists that will be used to record the inventory. Add, delete and move US Foods products.
2. **Non-US Foods products** - Audit and update the selected Inventory List in the Inventory program. Add, delete and move non-USF products. For both USF and non-USF products:
    - Update Inventory Units
    - Create and assign GL codes for non-USF products
    - Create and assign GL codes for USF products using Ecommerce GL coding

Skip to Step 6 when using the mobile app

Online process

3. Print an inventory worksheet to record the inventory by clicking on Lists>Inventory Worksheet
4. Record the inventory on the worksheet.
5. Enter the recorded inventory. Only one inventory per list can be entered on a given date.
   Note: Once you begin entering the inventory, you cannot add products to the shopping list. Make sure all products are on the selected Shopping List.

Mobile app process

6. Create an inventory
7. Enter the inventory on the mobile app.
8. Sync the mobile app

Online and Mobile process

9. Select and print the desired reports
10. Print an Inventory Cost Comparison report to compare price changes for inventories recorded on different days.

Create an Inventory - Details

Step 1 – Update US Foods products

Using the List Management application (see Appendix for details), update the shopping lists that will be used to record the inventory. Add, delete and move US Foods products using the List Management Application.

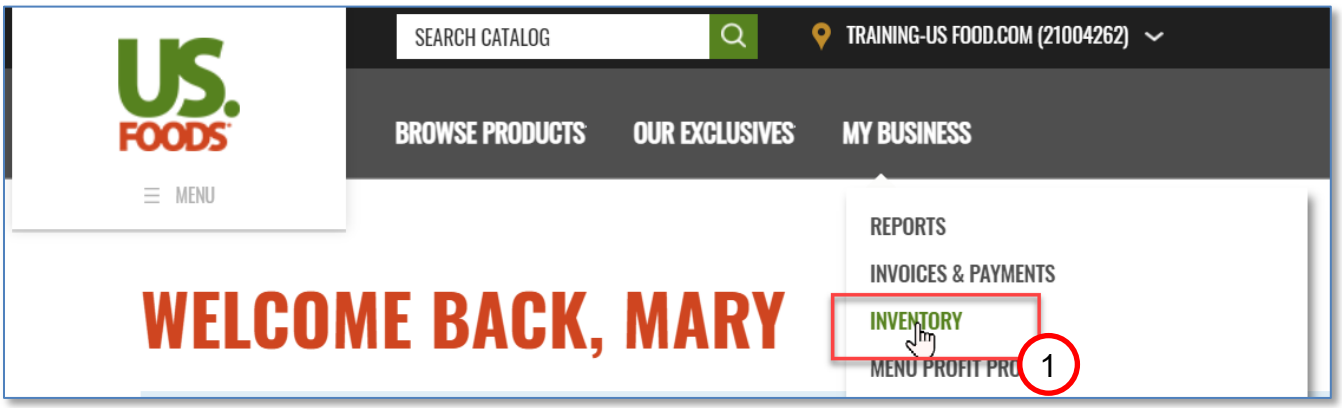
Step 2 – Update Non-US Foods products

Audit and update the selected Inventory List in the Inventory program. Add, delete and move non-USF products in the Inventory Program.

For both USF and non-USF products:

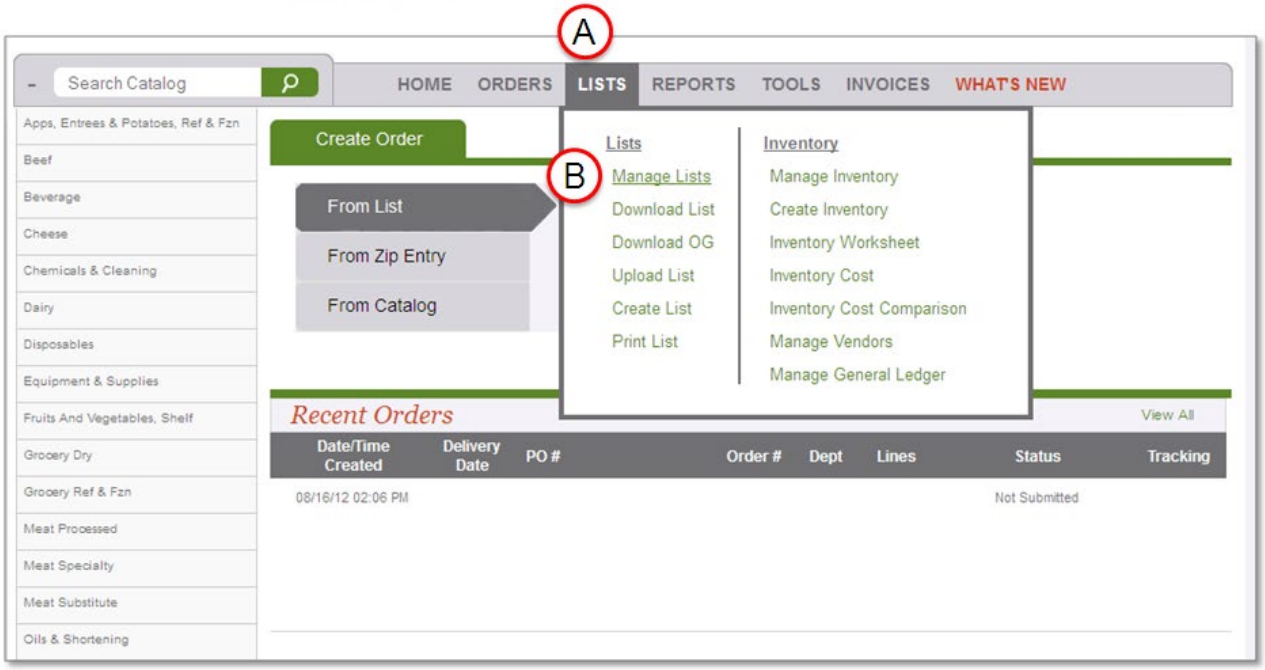
- Update Inventory Units
- Create and assign GL codes for non-USF products
- Create and assign GL codes for USF products using Ecommerce GL coding

1. From the "My Business" menu on the Home page of US Foods Online, select **My Business> Inventory**.

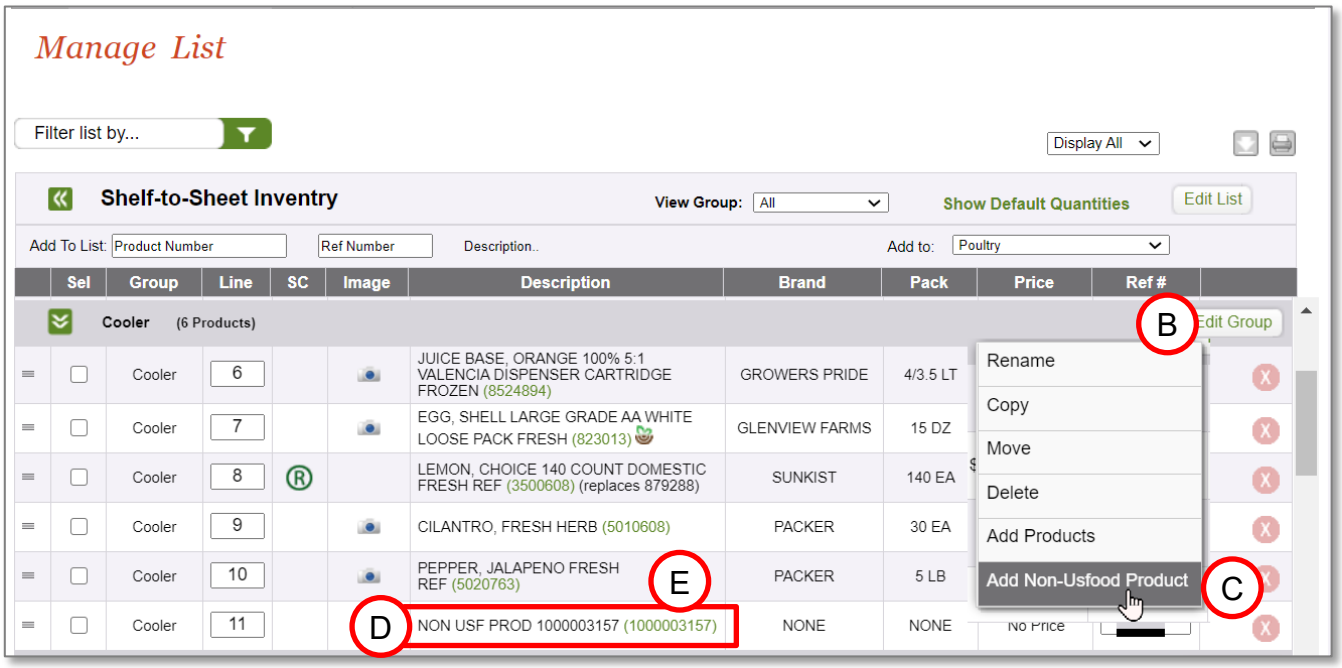


2. From the Inventory program, select **Manage Inventory Lists**

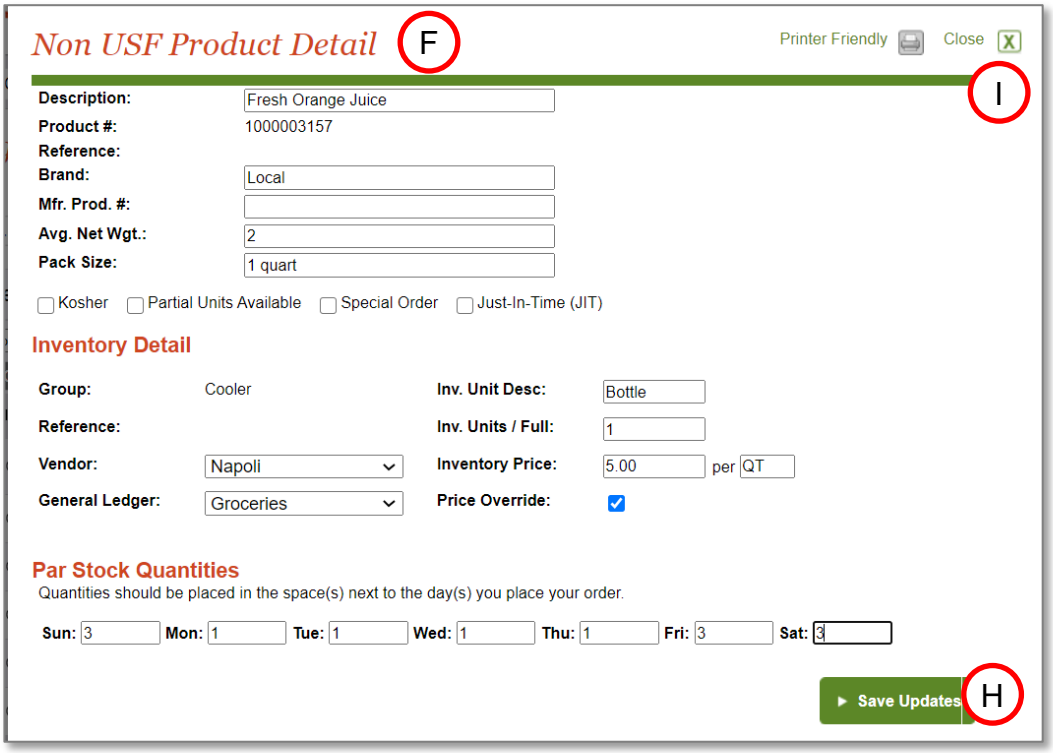
   A. Click on Lists
   B. Click on Manage List



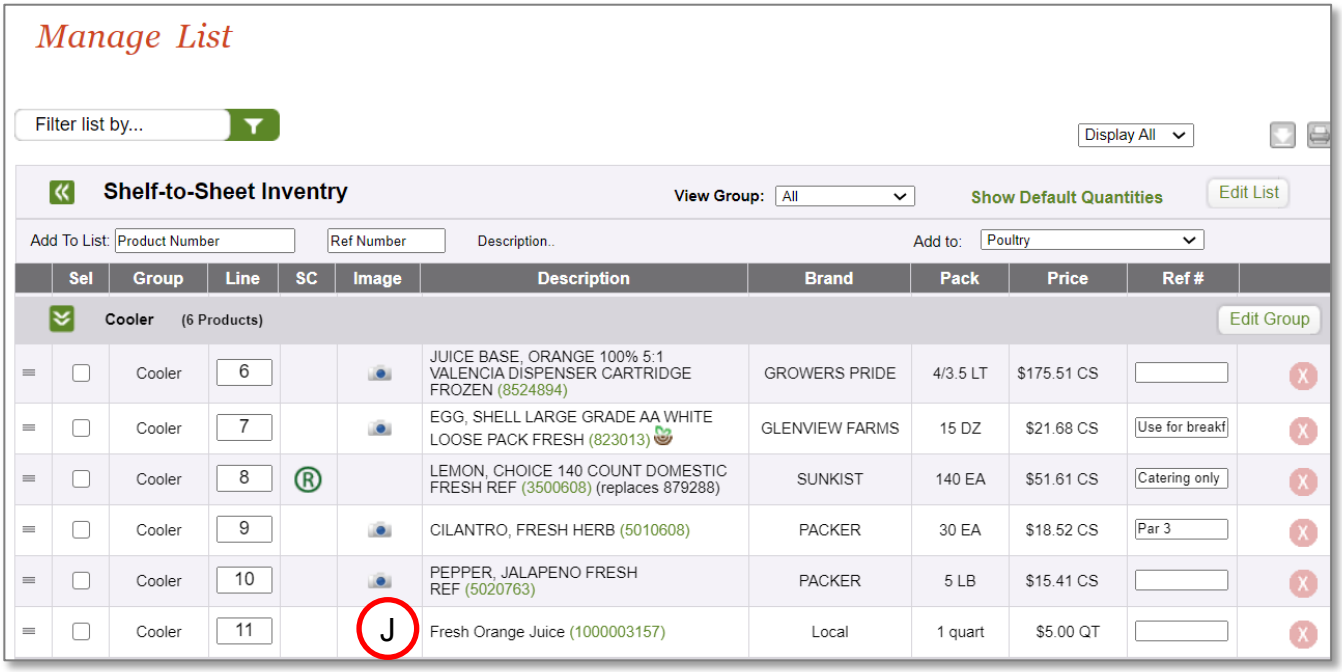
3. Add a non-USF product
   A. Select and open the list to edit.
   B. Click on Edit Group
   C. Click on Add Non-Usfoods Product
   D. A new NON USF PROD will be added to the Group
   E. Click on the NON USF PROD number



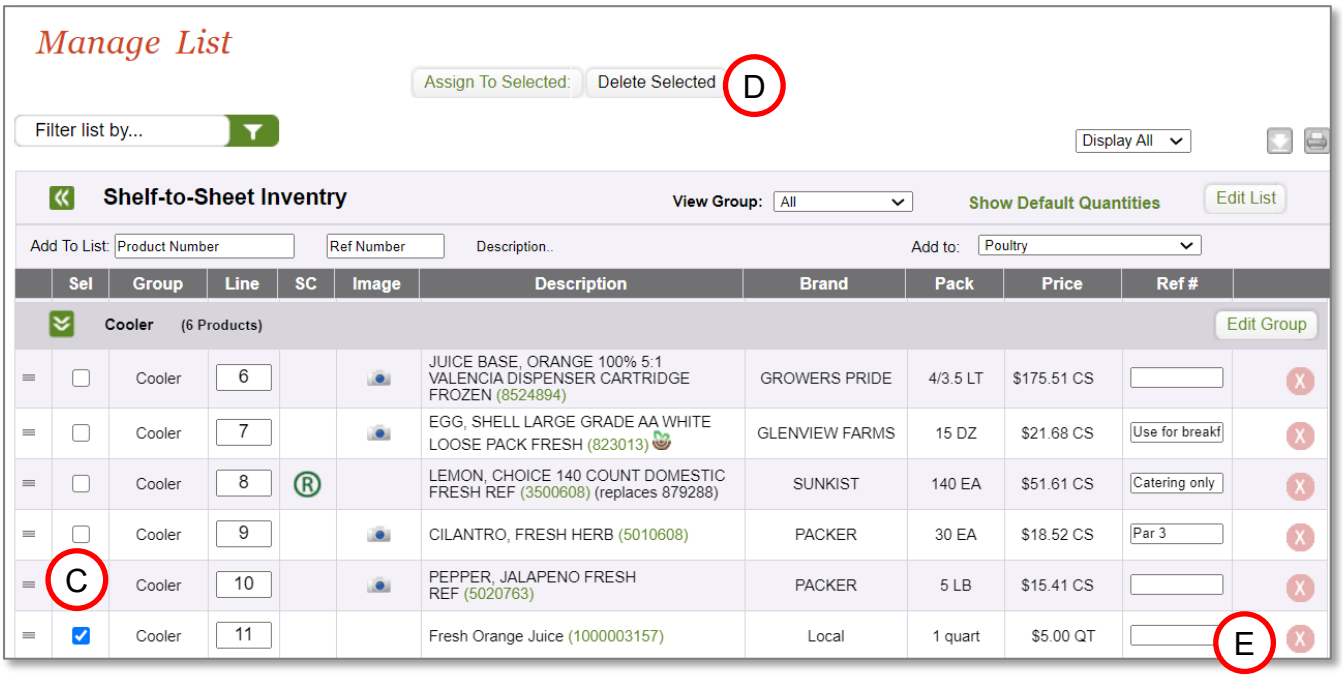
F. The Non USF Product Detail screen will appear.
G. Enter product details
H. Click on **Save Updates.**
I. Click **Close.**



J. The product details will appear on the list. **The new non-USF product will not appear on the list used for order entry.**



4. Delete a non-USF product
   A. Select and open the list to edit.
   B. Open the Group that contains the non-USF product to delete
   C. Select the Non-Usfoods Product to delete

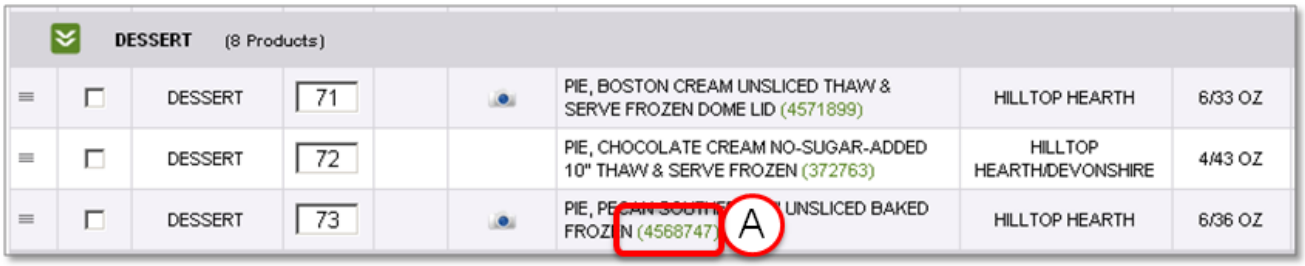


   D. Click on Delete Selected.
   E. You can also click on the delete icon.

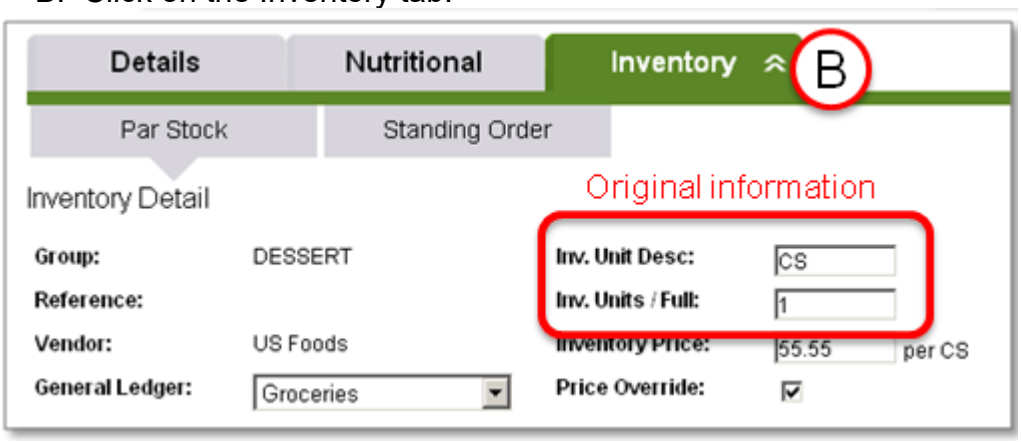
Update inventory units (optional)

Inventory Units can be edited based on how you want to count units of a product.

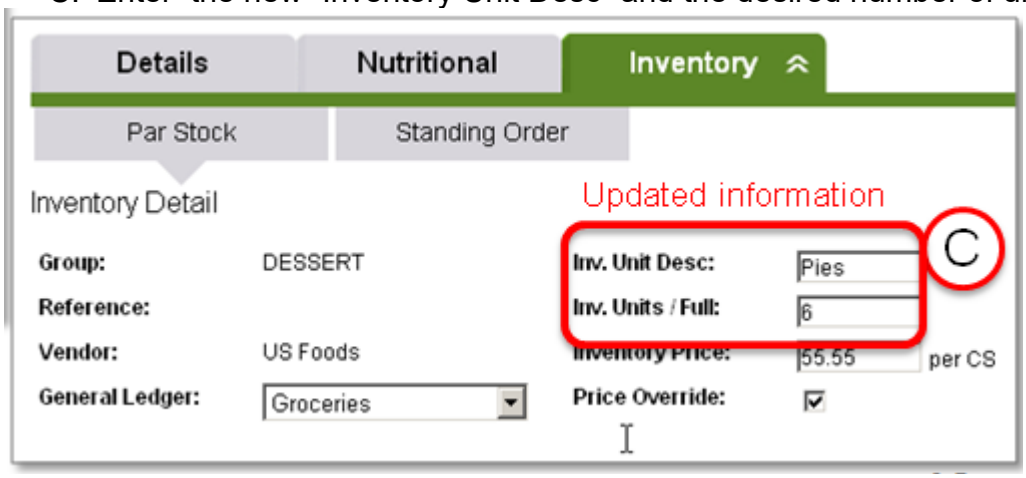
A. To update an inventory unit, click on the product number to access the Product Detail screen.



B. Click on the Inventory tab.



C. Enter the new "Inventory Unit Desc" and the desired number of units/case.

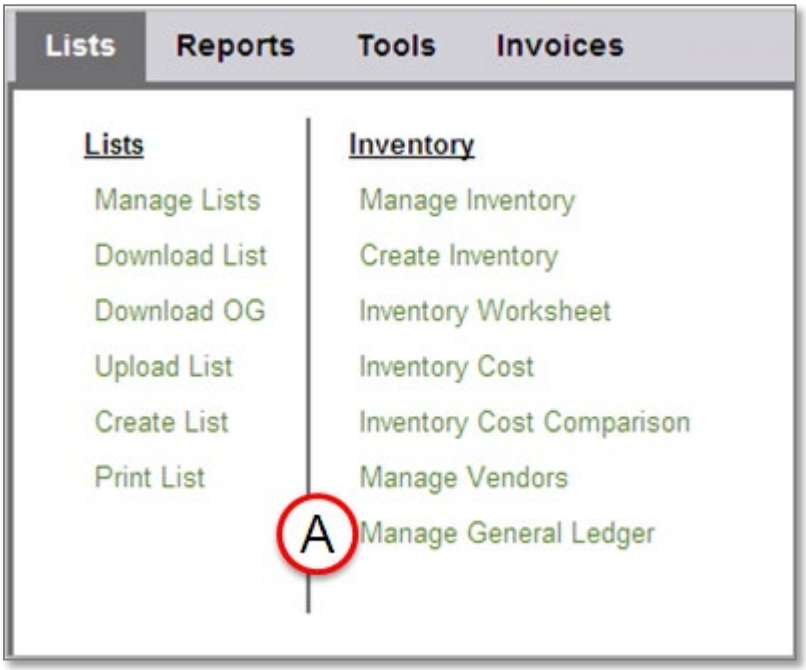


D. Click "Save" then close the window

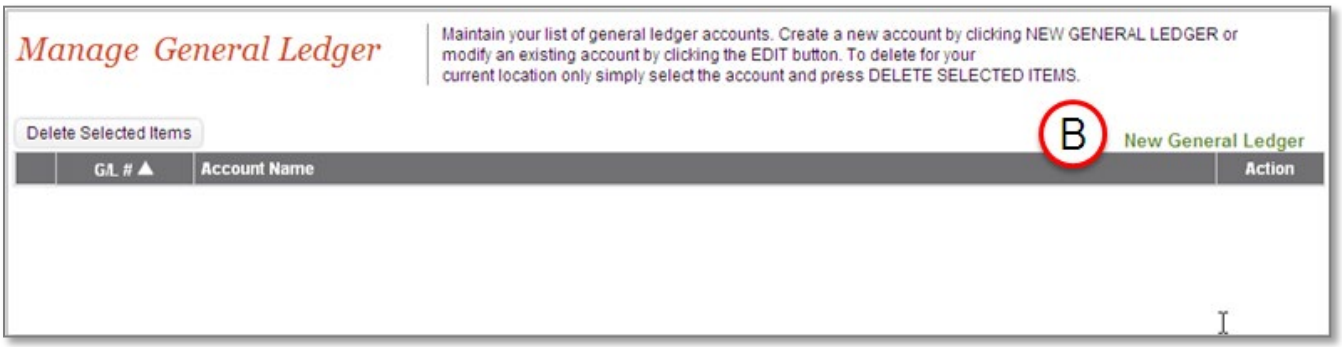
In this example, the original inventory units were "1 case". They were updated to "6 pies per case".

Create and Assign GL Codes (optional)

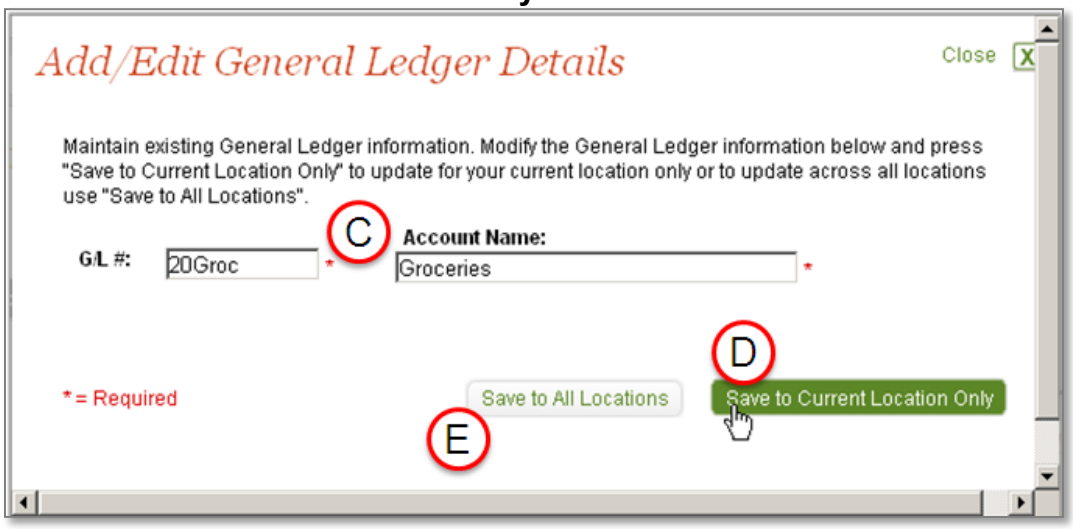
A. From the Lists menu, click on Manage General Ledger.



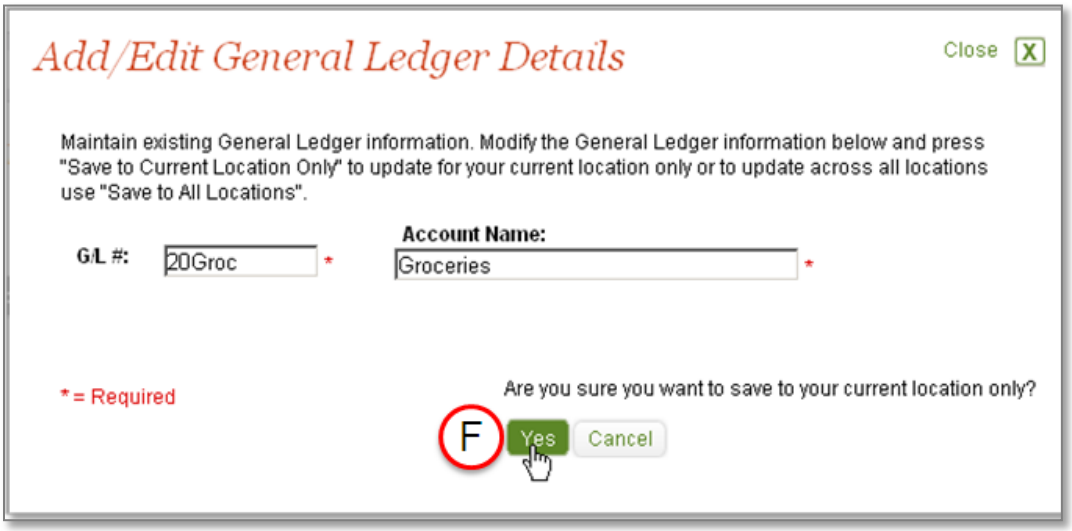
B. Click on the New General Ledger link.



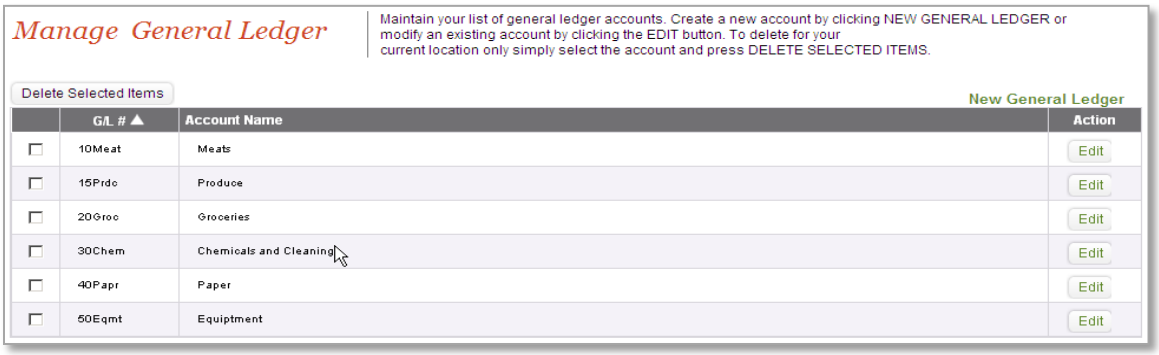
C. **Enter the GL # and Account Name.**
D. **Click on Save to Current Location Only.**
E. **Choose Save to All Locations if you want all assign the new GL codes to all customer numbers attached to your user ID.**



E. **Select Yes to confirm and continue.**

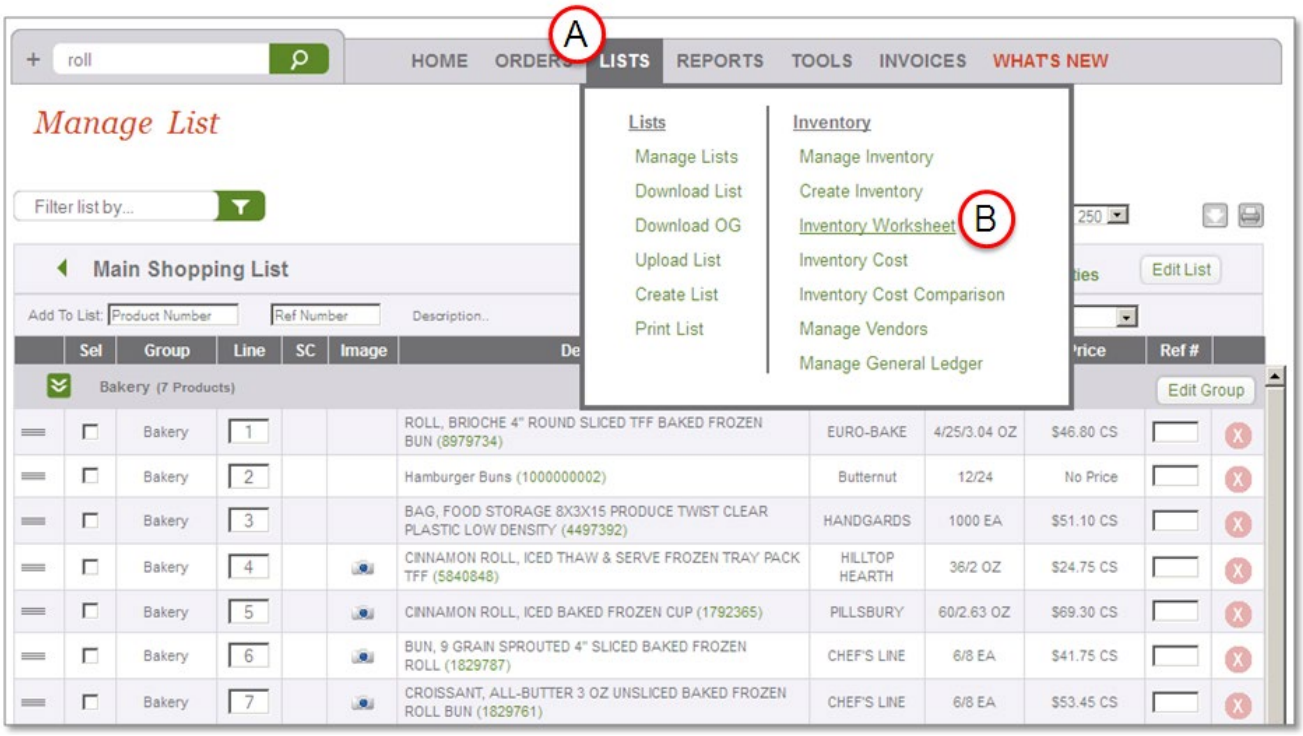


Repeat process until all GL Codes and Account Names have been entered.

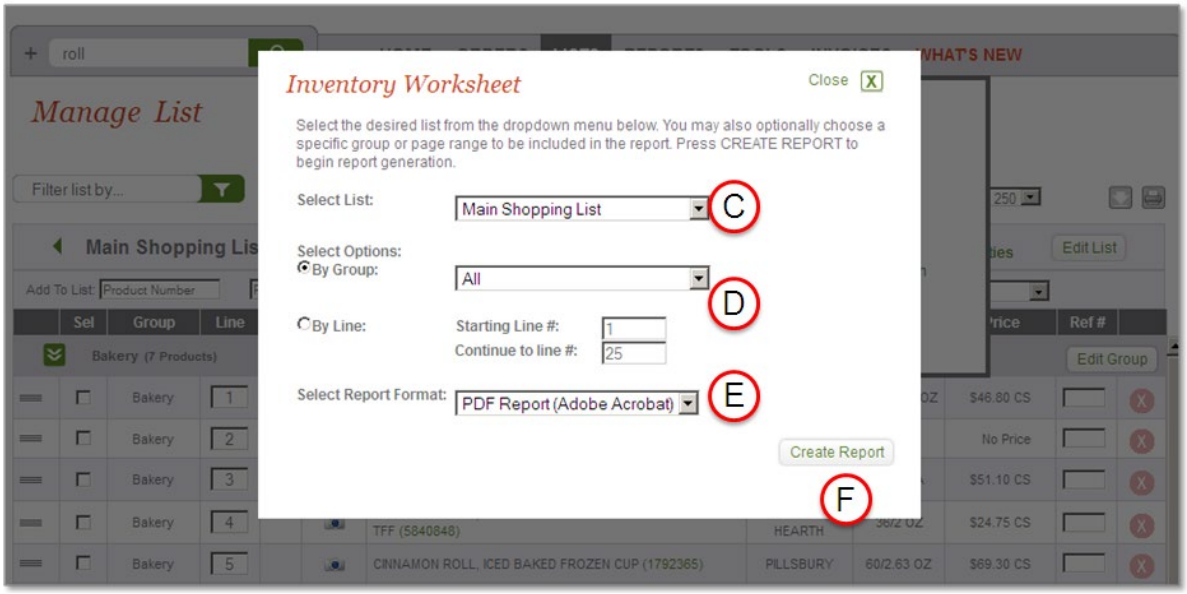


Step 3 - Print a worksheet to record the inventory (skip to step 6 if using the Mobile app)

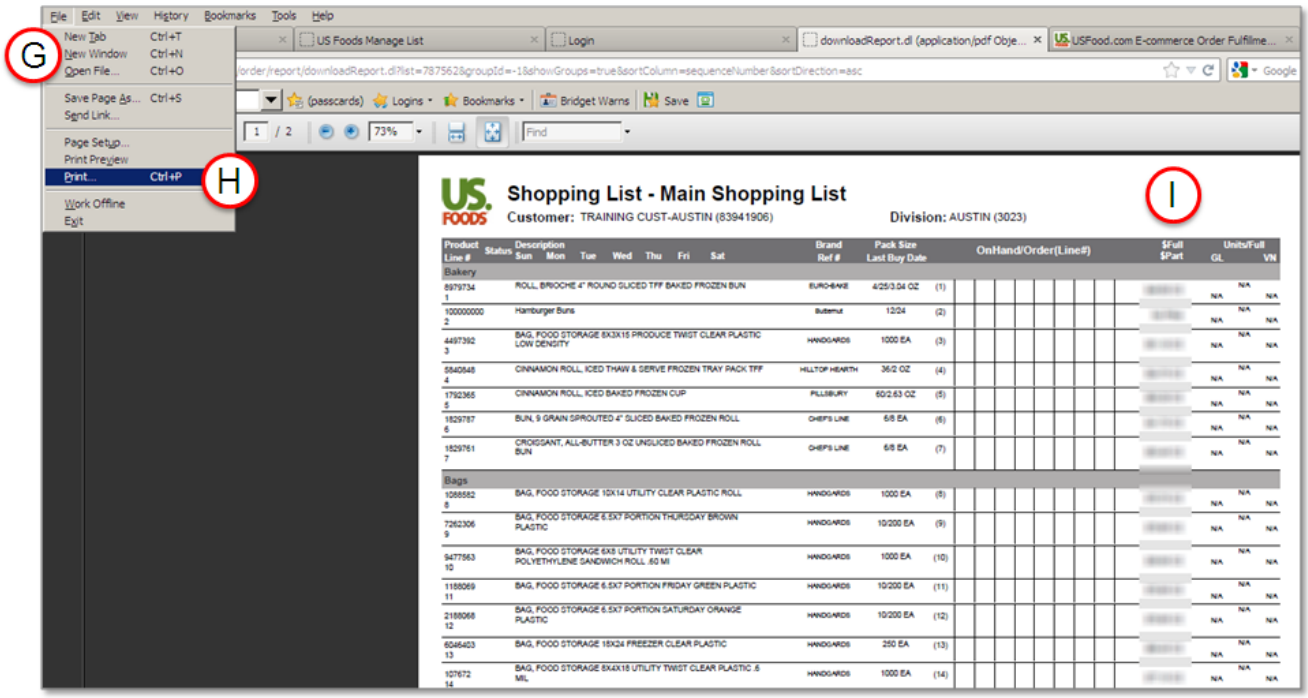
A. Click on List
B. Click on Inventory Worksheet



C. Verify the Shopping List name
D. Choose the print options
   - By Group - Select All or the specific group to print
   - By Line – Select starting and ending line number
E. Choose the report format:
   - PDF or
   - Excel
F. Click on Create Report



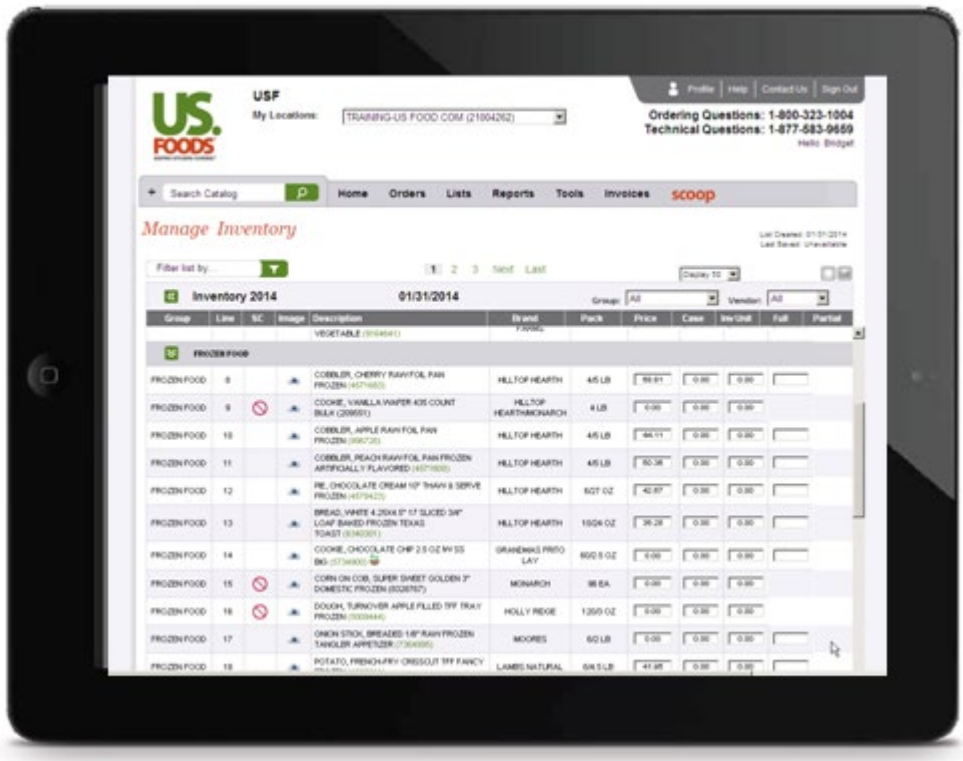
G. Once the worksheet appears, click on **File** from the main browser menu
H. Click on **Print**
I. Use the worksheet to record the inventory



Step 4 - Record the inventory

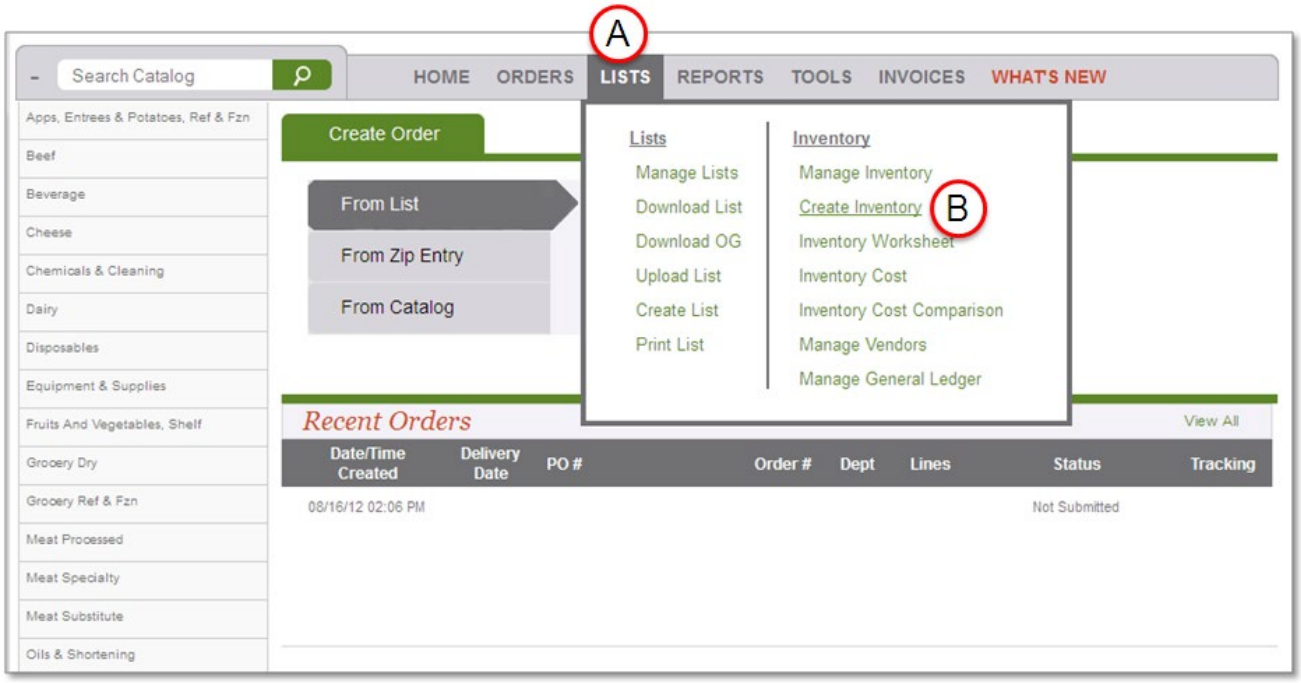
Use the Inventory Worksheet to record the inventory

If you have a wifi signal and a tablet, record the inventory directly into the system.



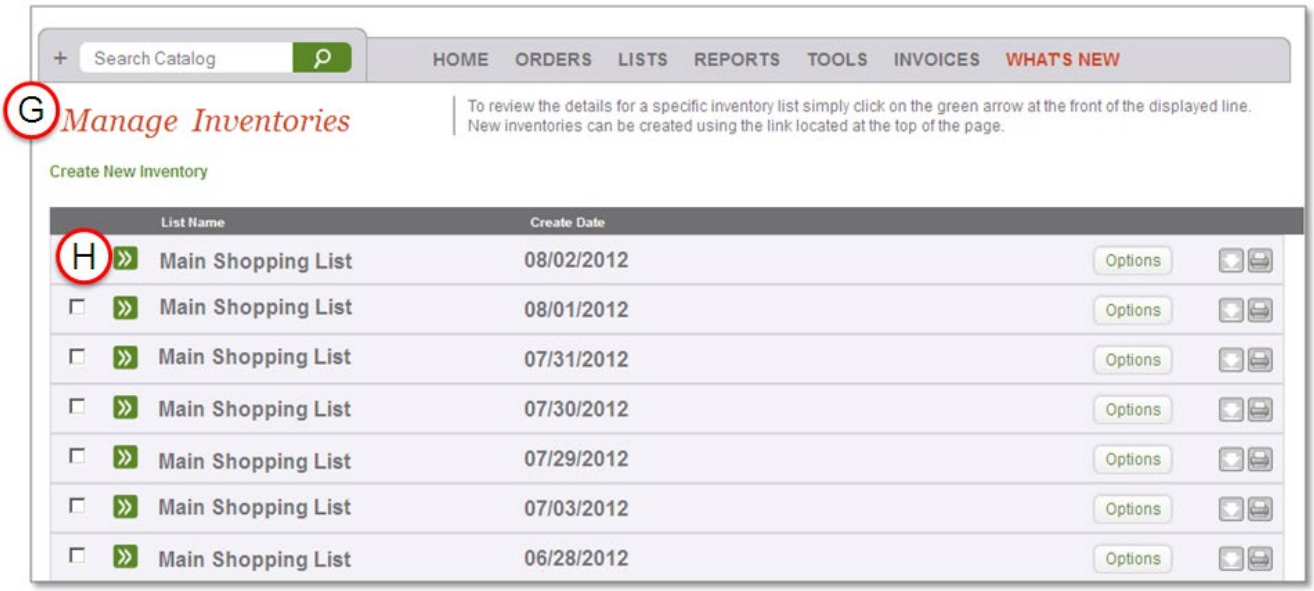
Step 5 - Enter the recorded inventory online

A. From the home page, click on **Lists**
B. Click on **Create Inventory**

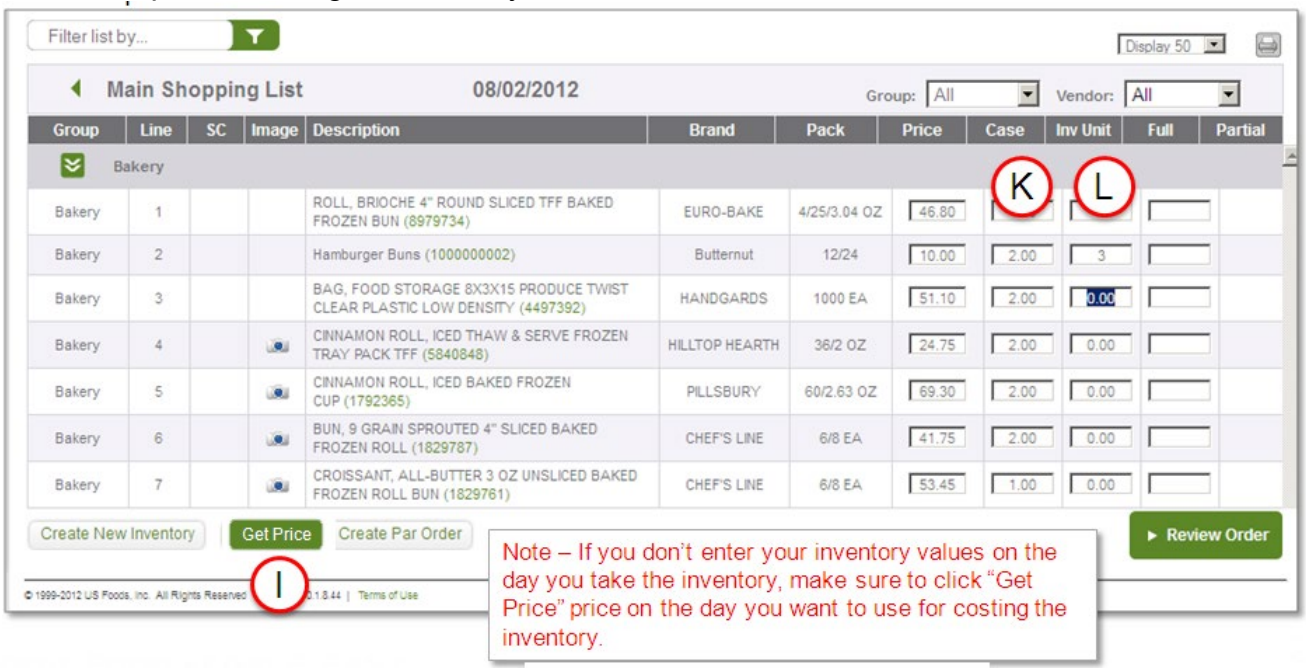


C. If there is more than one customer number attached to the user ID, verify the correct customer and department is selected
D. Select the Shopping List used to create the Inventory Worksheet
E. Select the date of the inventory. Note: only one inventory per date per list can be entered
F. Click **Create**

G. Once you click Create, the Manage Inventories page will appear
H. Open the selected inventory by clicking on the double arrows

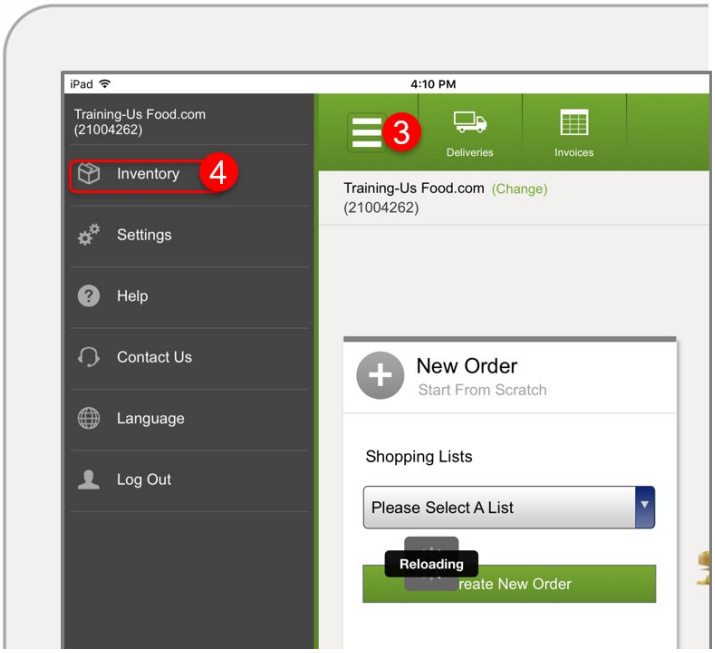


I. Before entering the inventory, scroll to the bottom of the screen and click on Get Price. The current USF pricing will be pulled into the inventory.
J. Make needed adjustments to Non-USF products
K. Enter full cases in the Case column
L. Enter partials and catch weights in the Inv Unit column
M. The system automatically saves your work so there is no Save button.
N. Complete entering all inventory counts

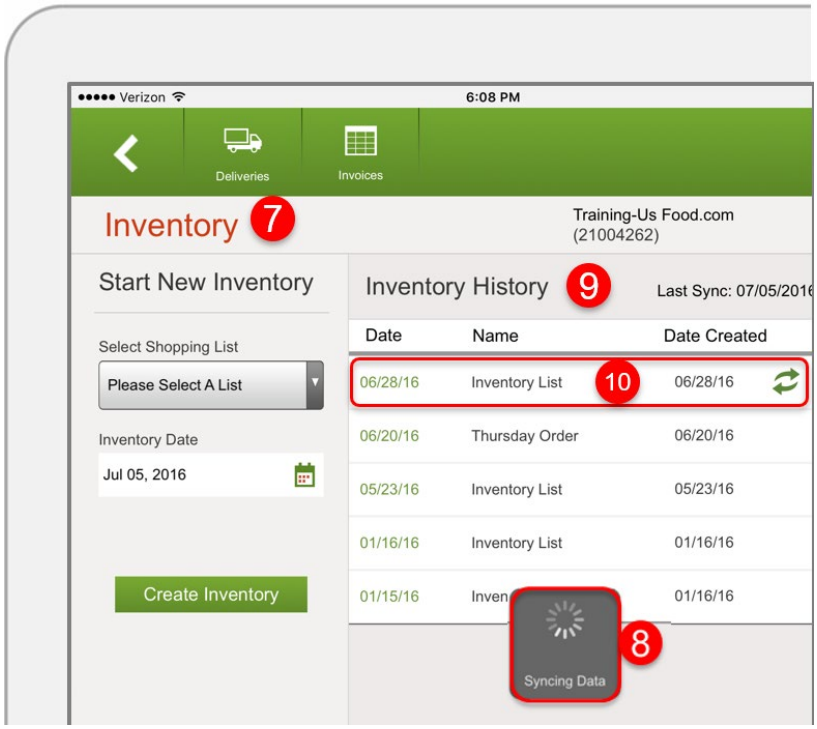


Step 6 – Record the inventory using the mobile app (Skip to step 9 if entering inventory online)

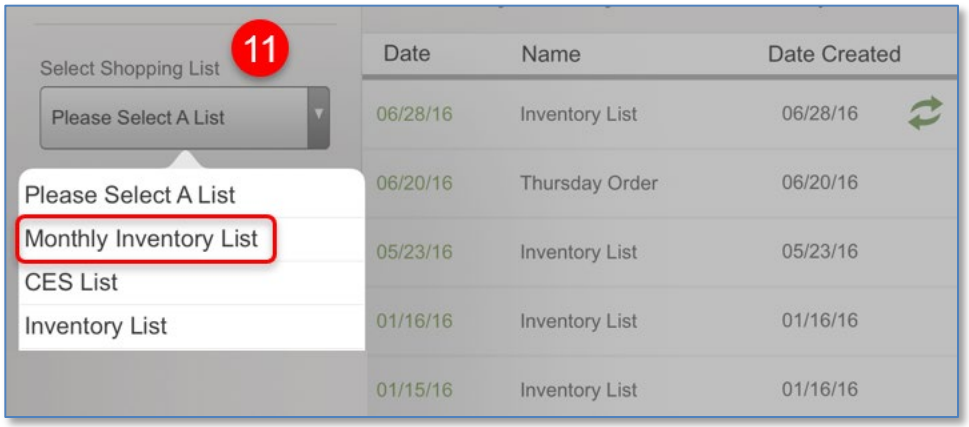
1. Sign on to the mobile app.
2. Verify the tablet has a wireless signal. The signal indicator should have two or more bars
3. Click on the pancake menu icon.
4. Select Inventory from the exposed menu items.
5. If the user has a wifi or cellular signal, the synching / reloading message will appear.
6. If the user does not have a wifi or cellular signal, this message will not appear.



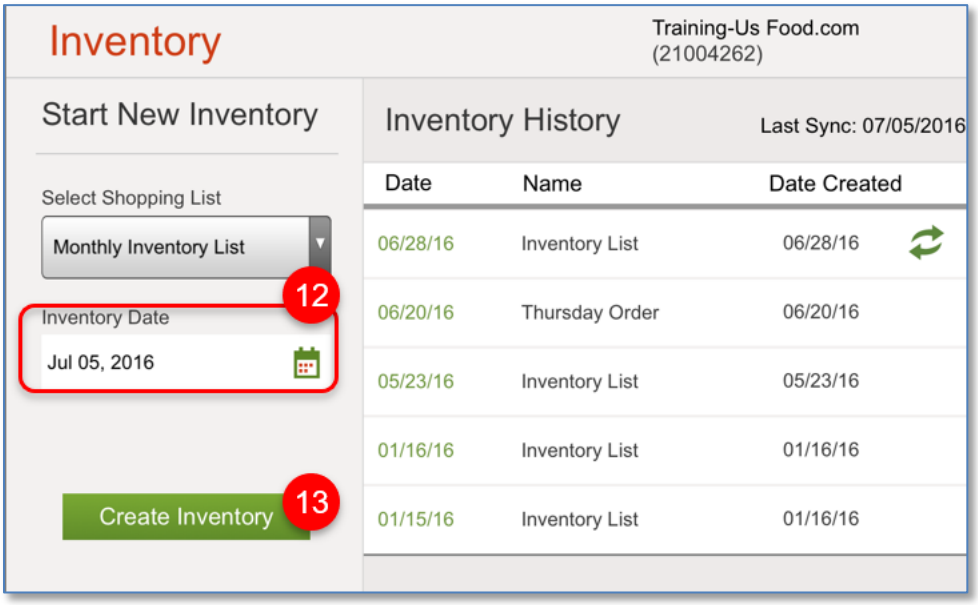
7. The Inventory page will appear.
8. If the user has a wifi connection, the synching message will appear in the middle of the screen.
9. All of the prior inventories will appear.
10. Users can select the last inventory created or create a new inventory.



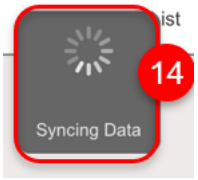
11. To create a new inventory, tap on the "Select the Shopping List" drop down. Tap on the shopping list to be used to record the inventory.



12. The inventory date will default to the current date. Change if needed.
    Note: only one inventory per date per list can be entered
13. Tap on "Create Inventory".

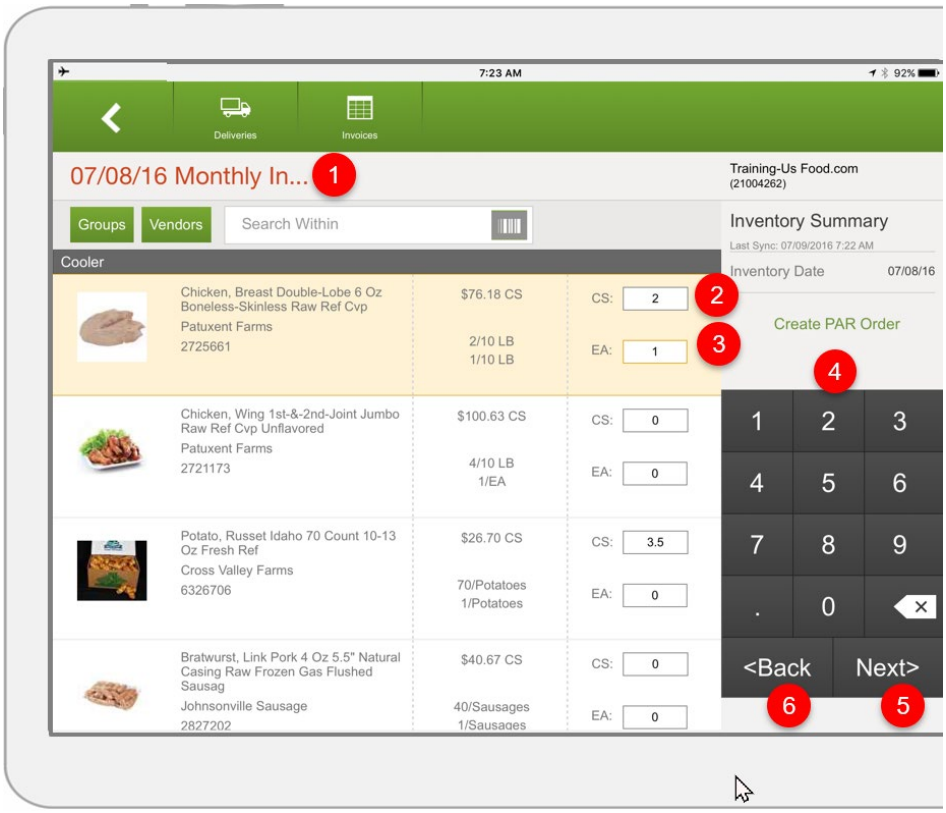


14. The synching message will appear as the list is downloaded to the tablet.

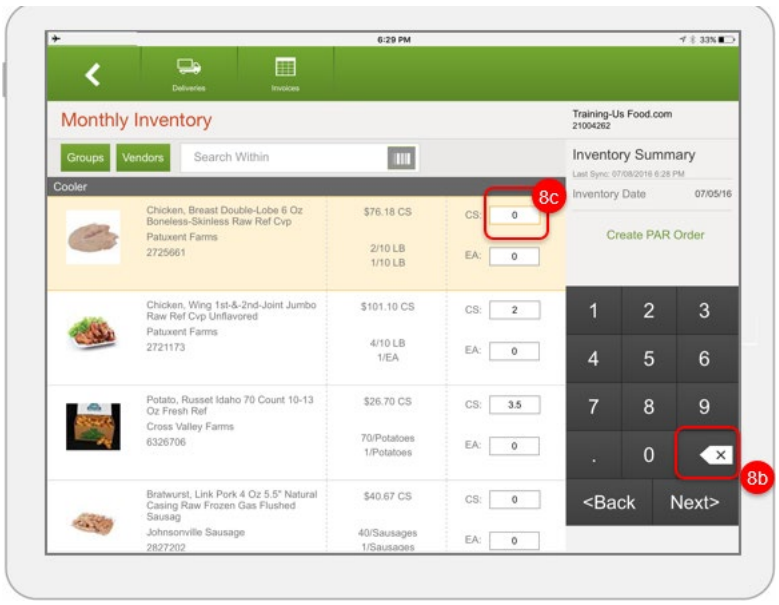


Step 7 – Enter the inventory on the mobile app

1. As soon as the list finishes downloading, it will appear on the tablet.
2. Tap the case field to enter full cases in the Case field. Each tap increases the count by one case.
3. Tap the EA field to enter partials, inventory units or catch weights. Each tap increases the count by one unit.
4. Use the keypad to enter quantities, decimal units or to delete a quantity.
5. Tap on Next button to move to the next field.
6. Tap on Back button to move to the prior field.
7. **Enter decimal numbers with the keypad**
   a) Tap on the quantify field of the selected products.
   b) Tap on the decimal point
   c) Tap on the number from the keypad.
   d) The decimal number will populate the field



8. **Delete a quantity**
   a) Tap on the quantity
   b) Tap **twice** on the delete key.
   c) The quantity resets to zero



9. When all products quantities have been entered, you are now ready to synch the inventory.
10. Synching the inventory will post the inventory counts to US Foods Online.

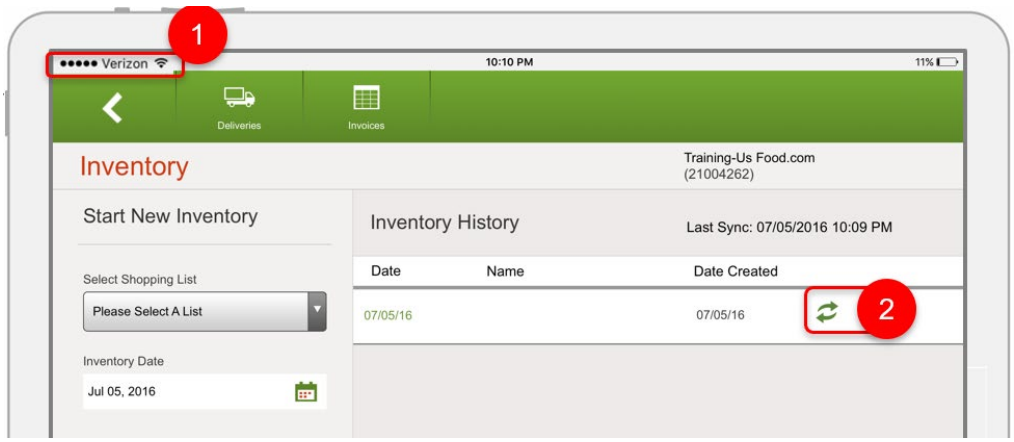
Step 8 – Synch the mobile app

If you had a wireless signal while entering the inventory, the inventory was synching each time you moved to the next page.

If you did not have a wireless signal while entering the inventory, you will need to synch. You'll know that you do not have a wireless signal if

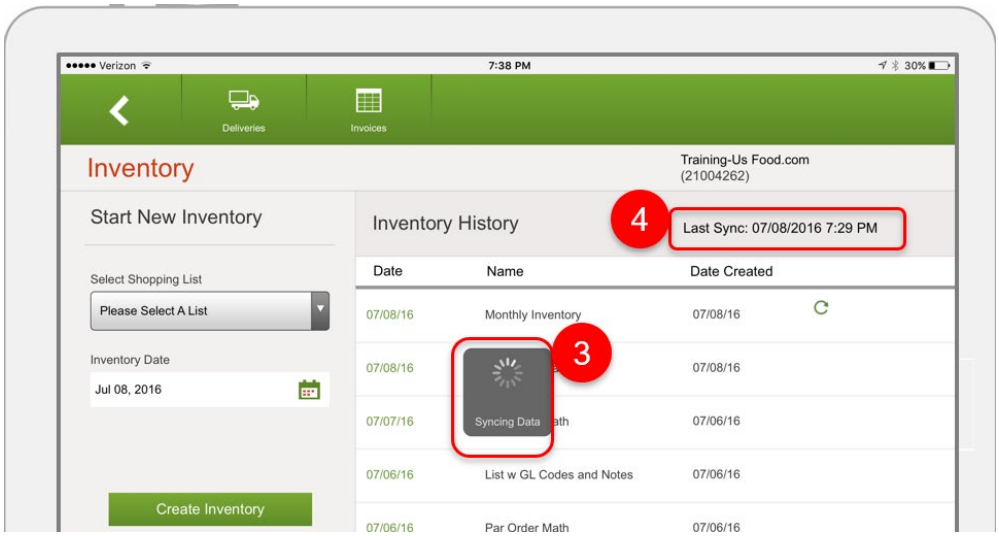
a) there is no signal indicator OR
b) there are no pictures on the inventory list OR
c) You turned it off manually by putting the ipad in airplane mode

1. Verify the tablet has a wireless signal. The signal indicator should have two or more bars
2. Once the signal is restored, tap on the inventory synch icon to start the synching process.



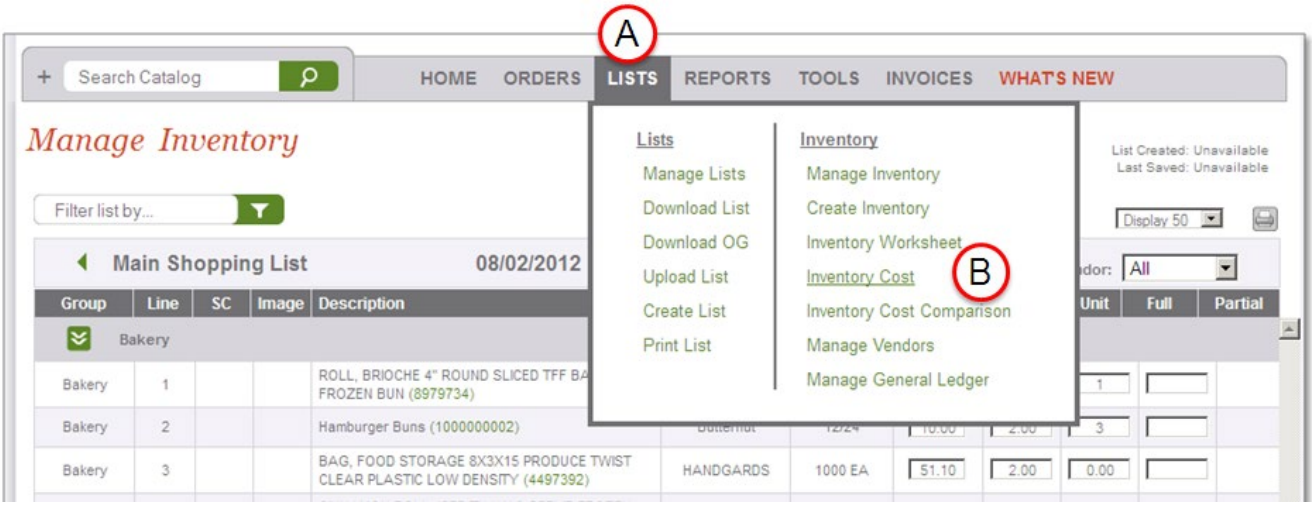
3. The synching message will display along with all of the exiting inventories.
4. The last synch date will also update

.

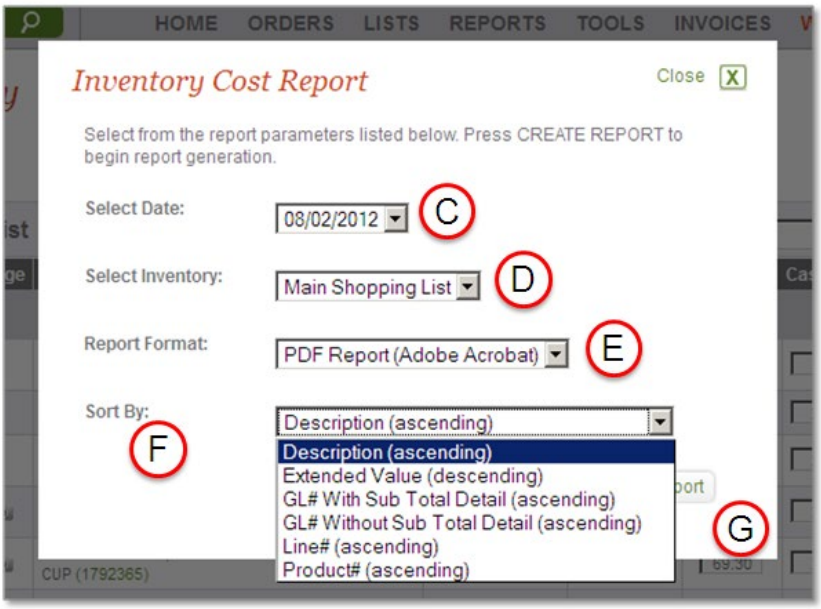


Step 9 - Print the Inventory Cost Report

A. Click on **Lists**
B. Click on **Inventory Cost.**



C. Select the date
D. Select the inventory name or print all inventories recorded on the selected date
E. Choose the **Report Format**:
F. PDF or
G. Excel
H. Choose the desired **Sort By** option
I. Click on **Create Report**



Sample Printed Inventory Cost Report

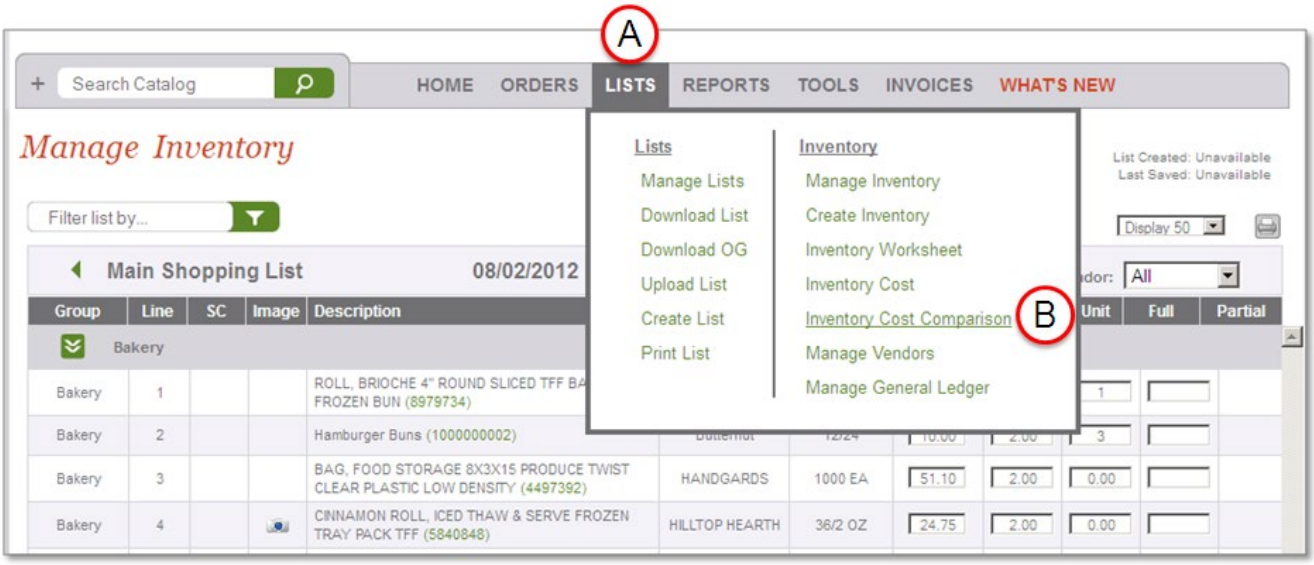
Inventory Cost - 08/02/2012

Customer: TRAINING CUST-AUSTIN (83941906) **Division:** AUSTIN (3023)

Product	Status	Description	Brand	Pack Size	UOM	Units/Full	Full	Part	Cost	Extended
Main Shopping List										
4497392		BAG, FOOD STORAGE 8X3X15 PRODUCE TWIST CLEAR PLASTIC LOW DENSITY	HANDGARDS	1000 EA	CS	2/CS	2.00	0.00	$51.10	$102.20
1829787		BUN, 9 GRAIN SPROUTED 4" SLICED BAKED FROZEN ROLL	CHEF'S LINE	6/6 EA	CS	1/CS	2.00	0.00	$41.75	$83.50
1792365		CINNAMON ROLL, ICED BAKED FROZEN CUP	PILLSBURY	60/2.63 OZ	CS	1/CS	2.00	0.00	$69.30	$138.60
5840848		CINNAMON ROLL, ICED THAW & SERVE FROZEN TRAY PACK TFF	HILLTOP HEARTH	36/2 OZ	CS	1/CS	2.00	0.00	$24.75	$49.50
1829761		CROISSANT, ALL-BUTTER 3 OZ UNSLICED BAKED FROZEN ROLL BUN	CHEF'S LINE	6/6 EA	CS	1/CS	1.00	0.00	$53.45	$53.45
100000000		Hamburger Buns	Butternut	12/24	CS	1/CS	2.00	3.00	$10.00	$50.00
8979734		ROLL, BRIOCHE 4" ROUND SLICED TFF BAKED FROZEN BUN	EURO-BAKE	4/25/3.04 OZ	CS	1/CS	1.00	1.00	$46.80	$93.60
		List Total: Main Shopping List								**$570.85**
		Grand Total: TRAINING CUST-AUSTIN (83941906)								**$570.85**

Step 10 - Print the Inventory Cost Comparison Report

A. Click on **Lists**
B. Click on **Inventory Cost Comparison.**



C. Select the Inventory to compare
D. Select the dates to compare
E. Choose the **Report Format**:
F. PDF or
G. Excel
H. Choose the products to include
I. Choose the sort option
J. Click on **Create Report**

Sample Inventory Cost Comparison Report

Inventory Cost Comparison

Customer: TRAINING CUST-AUSTIN (83941906) **Division:** AUSTIN (3023)

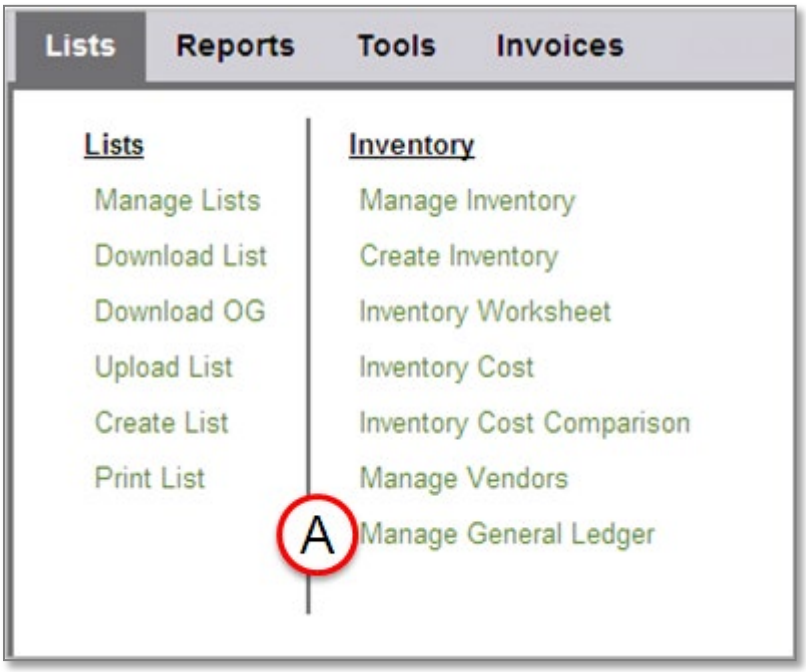
						08/02/2012		08/01/2012			
Product	Status Description	Brand	Pack Size	Vendor	Units	$Full	$Part	$Full	$Part	$ Chg	% Chg
8979734	ROLL, BRIOCHE 4" ROUND SLICED TFF BAKED FROZEN BUN	EURO-BAKE	4/25/3.04 OZ	USF	1/CS	$46.80	$46.80	$0.00	$0.00	$46.80	100%
1088582	BAG, FOOD STORAGE 10X14 UTILITY CLEAR PLASTIC ROLL	HANDGARDS	1000 EA	USF	1/CS	$70.75	$70.75	$0.00	$0.00	$70.75	100%
4489407	CEREAL, ASSORTED SS BOX SHELF STABLE FAMILY PACK	KELLOGGS	72/1 OZ	USF	1/CS	$52.00	$52.00	$0.00	$0.00	$52.00	100%
7262306	BAG, FOOD STORAGE 6.5X7 PORTION THURSDAY BROWN PLASTIC	HANDGARDS	10/200 EA	USF	10/CS	$70.65	$7.07	$0.00	$0.00	$70.65	100%
1024512	CEREAL, CORN FLAKE COUNTRY SS	GENERAL MILLS	96/.687 OZ	USF	1/CS	$48.35	$48.35	$0.00	$0.00	$48.35	100%
1120971	CEREAL, CAPTAIN CRUNCH BULK	CAP'N CRUNCH	4/2.125 LB	USF	4/CS	$42.15	$10.54	$0.00	$0.00	$42.15	100%
9477563	BAG, FOOD STORAGE 6X8 UTILITY TWIST CLEAR POLYETHYLENE SANDWICH ROLL .60 MI	HANDGARDS	1000 EA	USF	1/CS	$38.95	$38.95	$0.00	$0.00	$38.95	100%
1000000002	Hamburger Buns	Butternut	12/24	001	1/CS	$10.00	$10.00	$10.00	$10.00	$0.00	0%
7520356	CEREAL, OATMEAL INSTANT SS POUCH	HILLTOP HEARTH	12/12 EA	USF	48/CS	$40.95	$0.85	$0.00	$0.00	$40.95	100%
1188069	BAG, FOOD STORAGE 6.5X7 PORTION FRIDAY GREEN PLASTIC	HANDGARDS	10/200 EA	USF	10/CS	$70.65	$7.07	$0.00	$0.00	$70.65	100%
2188068	BAG, FOOD STORAGE 6.5X7 PORTION SATURDAY ORANGE PLASTIC	HANDGARDS	10/200 EA	USF	10/CS	$70.65	$7.07	$0.00	$0.00	$70.65	100%

Appendix

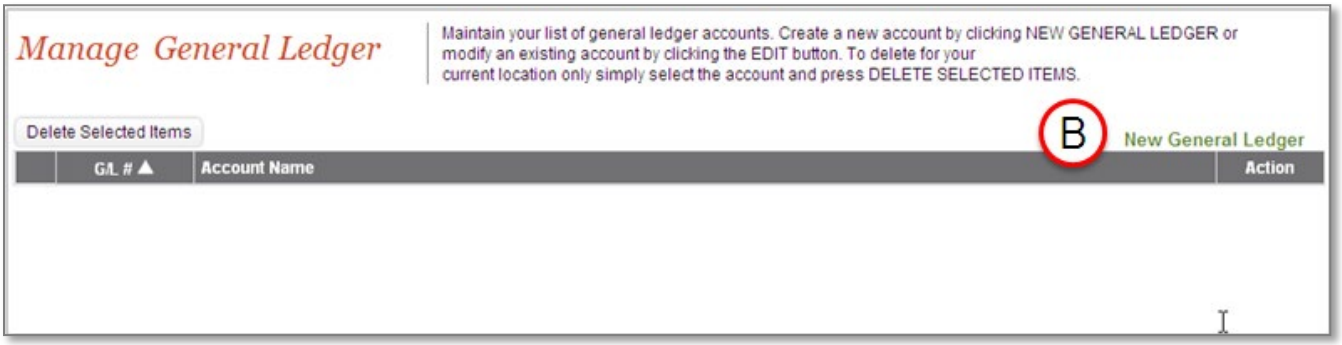
Inventory Pre-work

Step 1: Pre-work - Create GL Codes (optional)

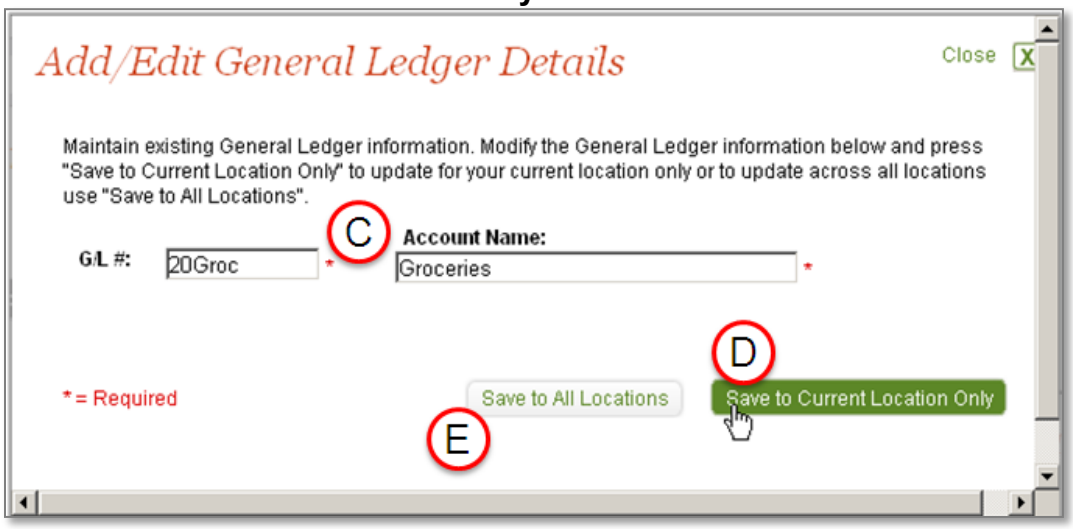
C. From the Lists menu, click on Manage General Ledger.



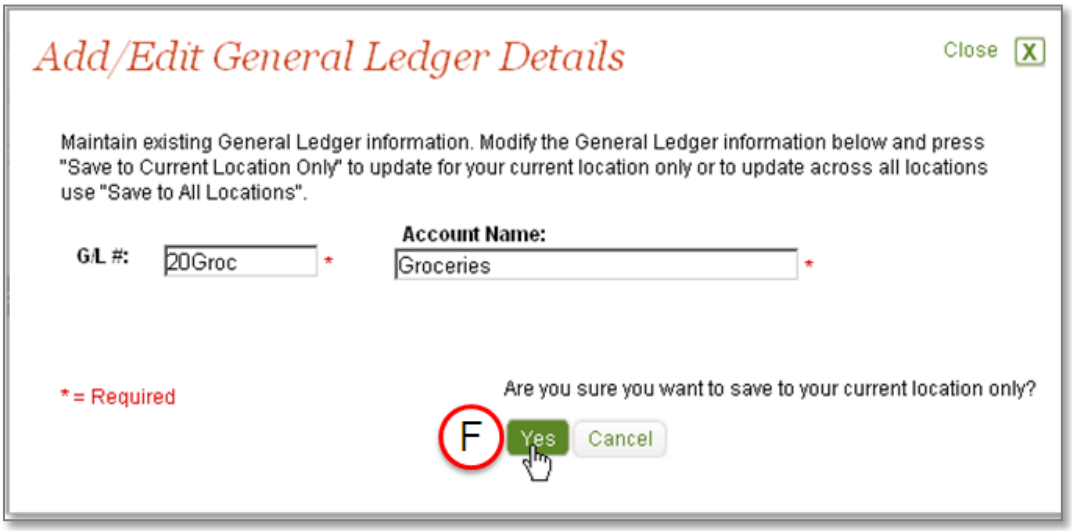
D. Click on the New General Ledger link.



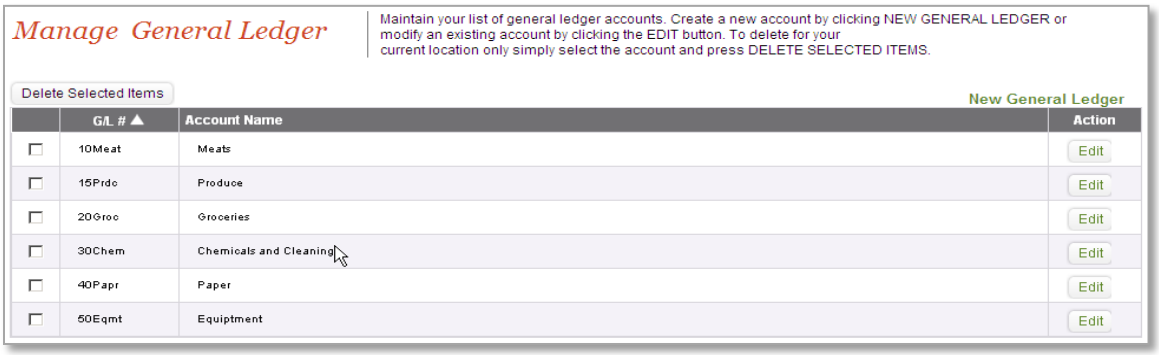
F. **Enter the GL # and Account Name.**
G. **Click on Save to Current Location Only.**
H. **Choose Save to All Locations if you want all assign the new GL codes to all customer numbers attached to your user ID.**



F. **Select Yes to confirm and continue.**



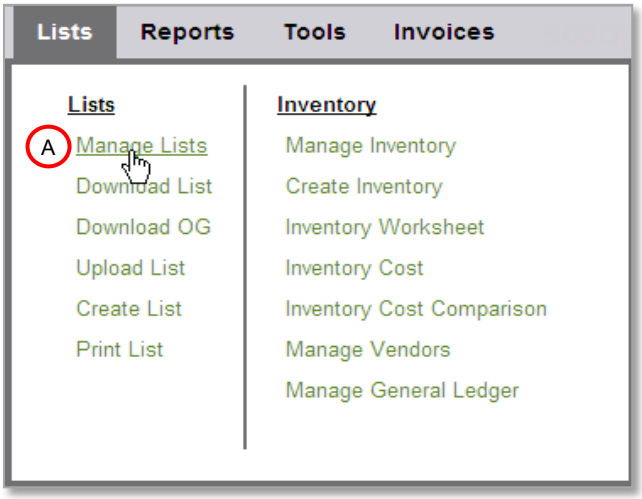
Repeat process until all GL Codes and Account Names have been entered.



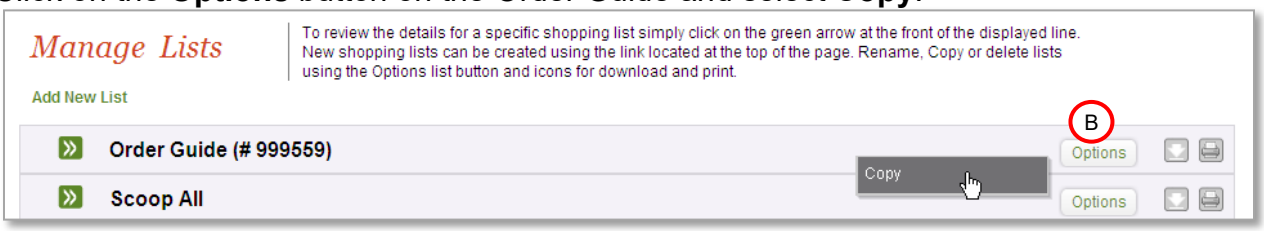
Step 2: Pre-work - Copy a new list to record inventory

The easiest way to create a list to be used for inventory is to copy your order guide.

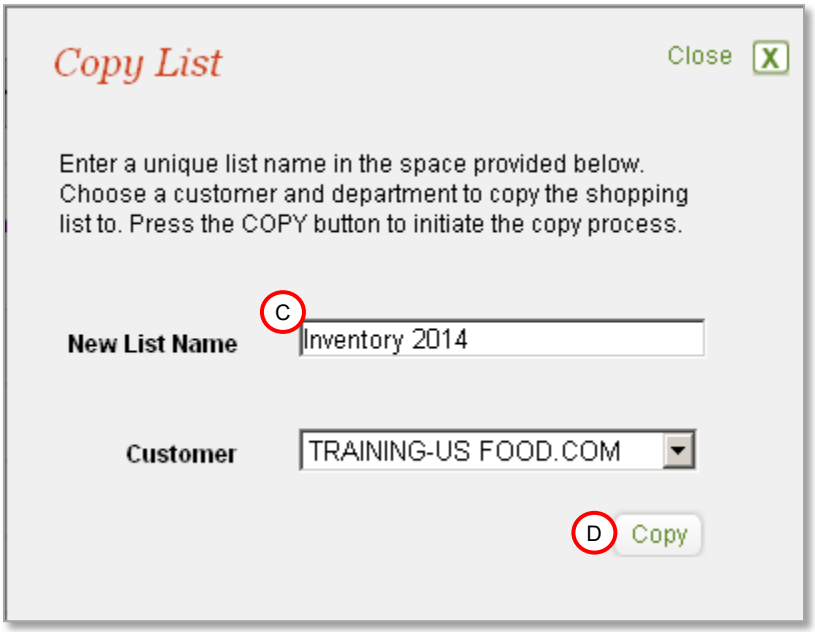
A. From the Lists menu, click on **Manage Lists**.



B. Click on the **Options** button on the Order Guide and select **Copy**.



C. Enter a name for the list.

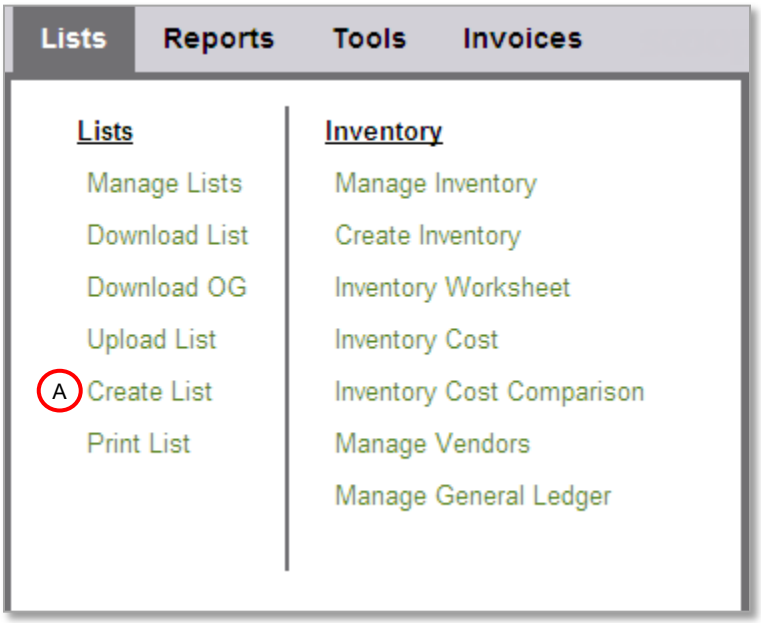


D. Click on **Copy.**

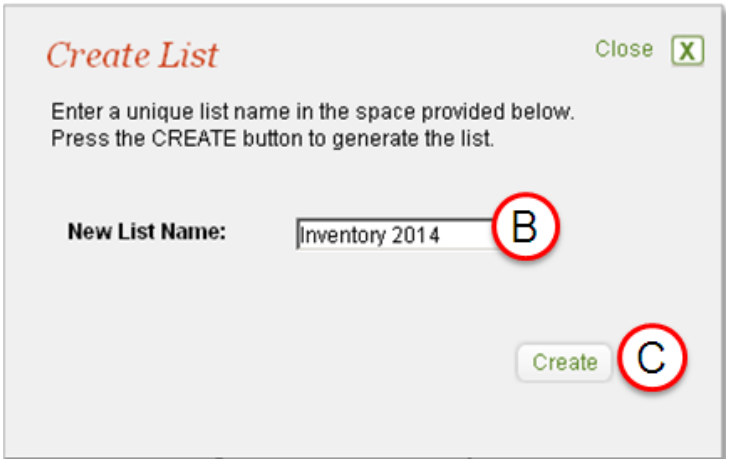
Create a new list from scratch to record inventory

You can create a list from scratch by entering the needed product numbers.

A. From the Lists menu, click on **Create List**.



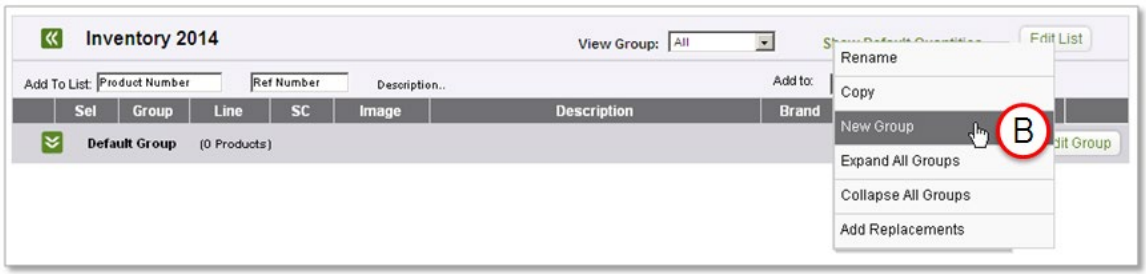
B. Enter the name of the new list.
C. Click on **Create.**



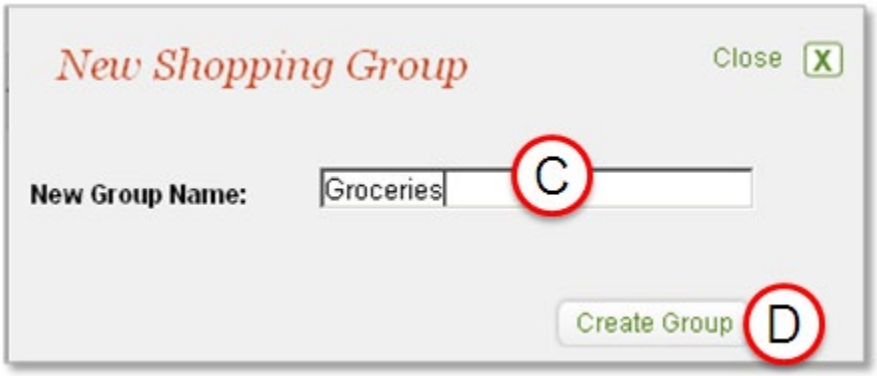
Add groups to the list

A. Click on **Edit List**.

B. Select **New Group.**



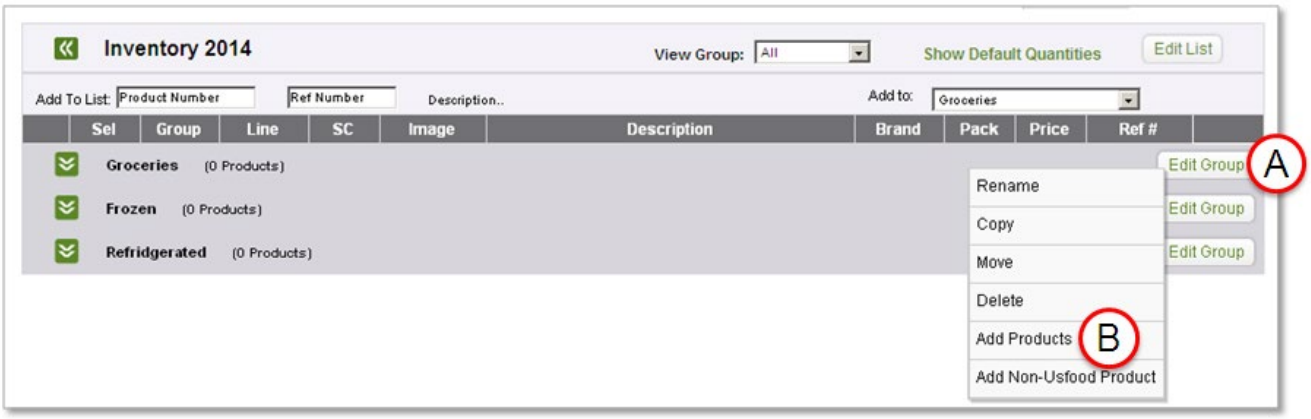
C. Enter name of new group.
D. Click on **Create Group.**



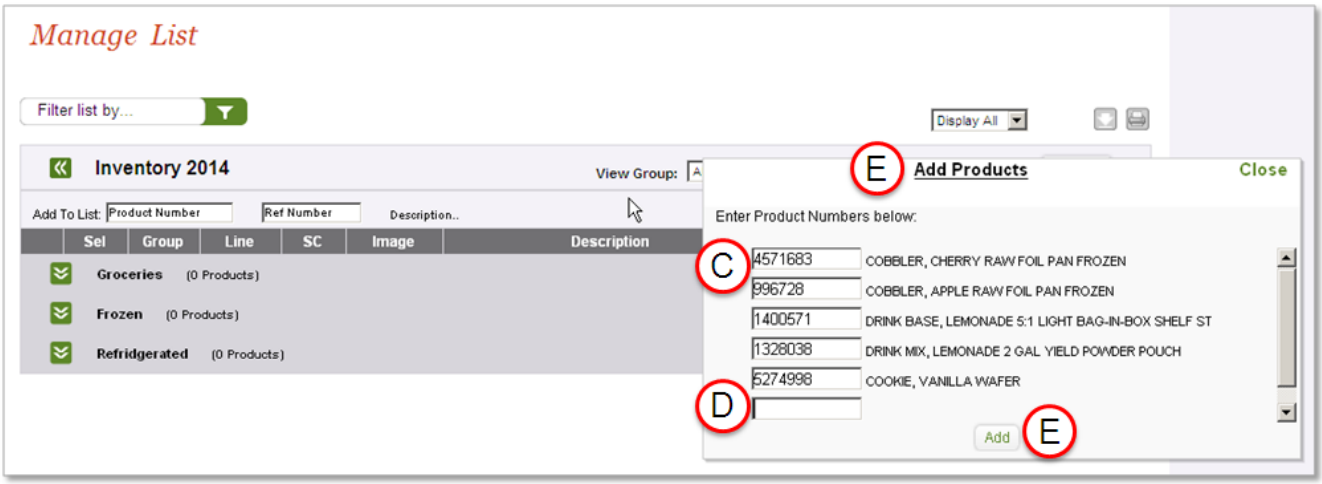
E. Repeat process until all groups are entered.
F. To add products to the groups click on **Edit Group**
G. Select **Add Products**.

Add products to the group

A. To add products to the groups click on **Edit Group.**
B. Select **Add Products**.



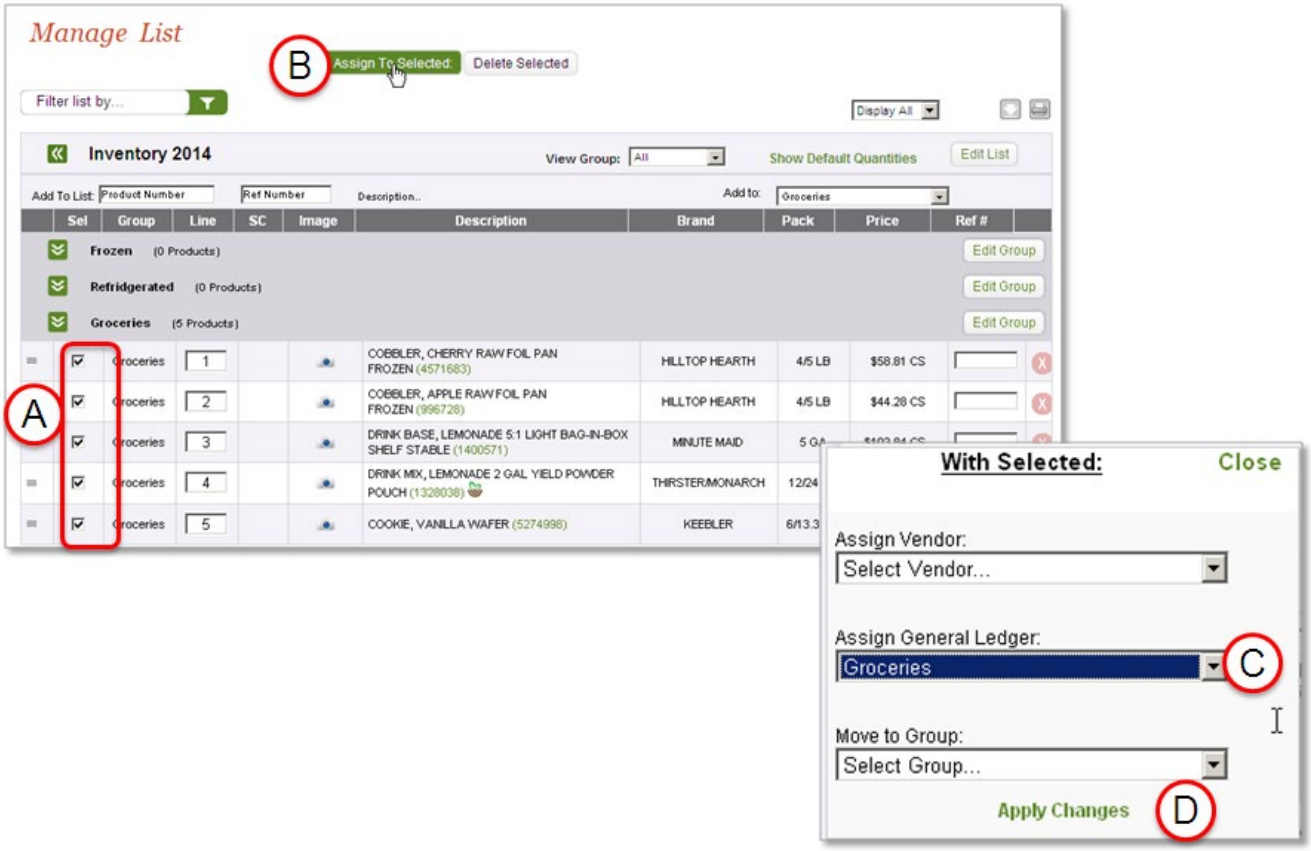
C. Enter product numbers. Product description will appear after enter key is pressed.
D. After the first 5 products are entered the screen will open a new field.
E. Click on **Add** or **Add Products** to add products to the group and close the window.



Step 3: Pre-work - Assign GL Codes (optional)

Make sure GL codes have been setup prior to this step (see page 31).

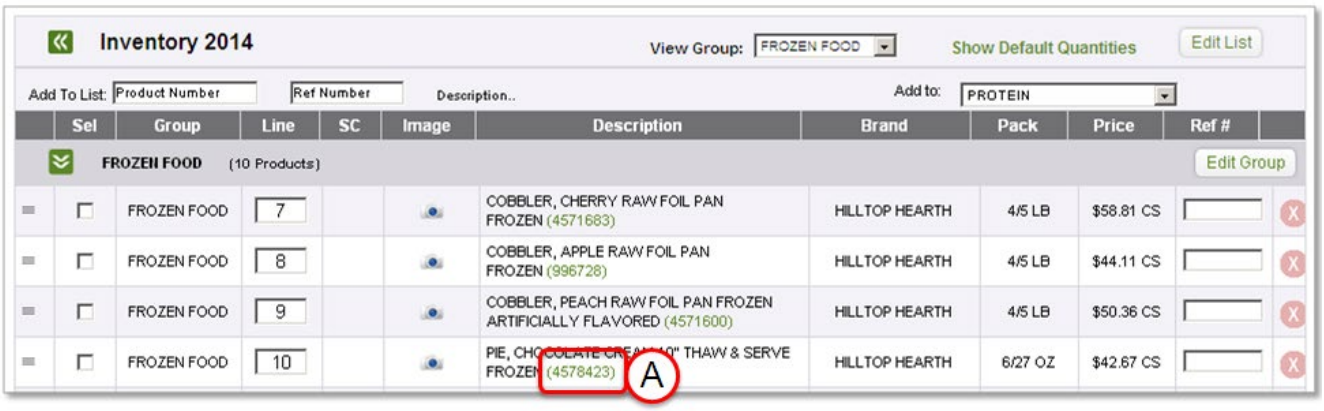
A. Select products to assign GL code to.
B. Click on **Assign to Selected**.
C. Select the desired GL code from the drop down.
D. Click on **Apply Changes**.



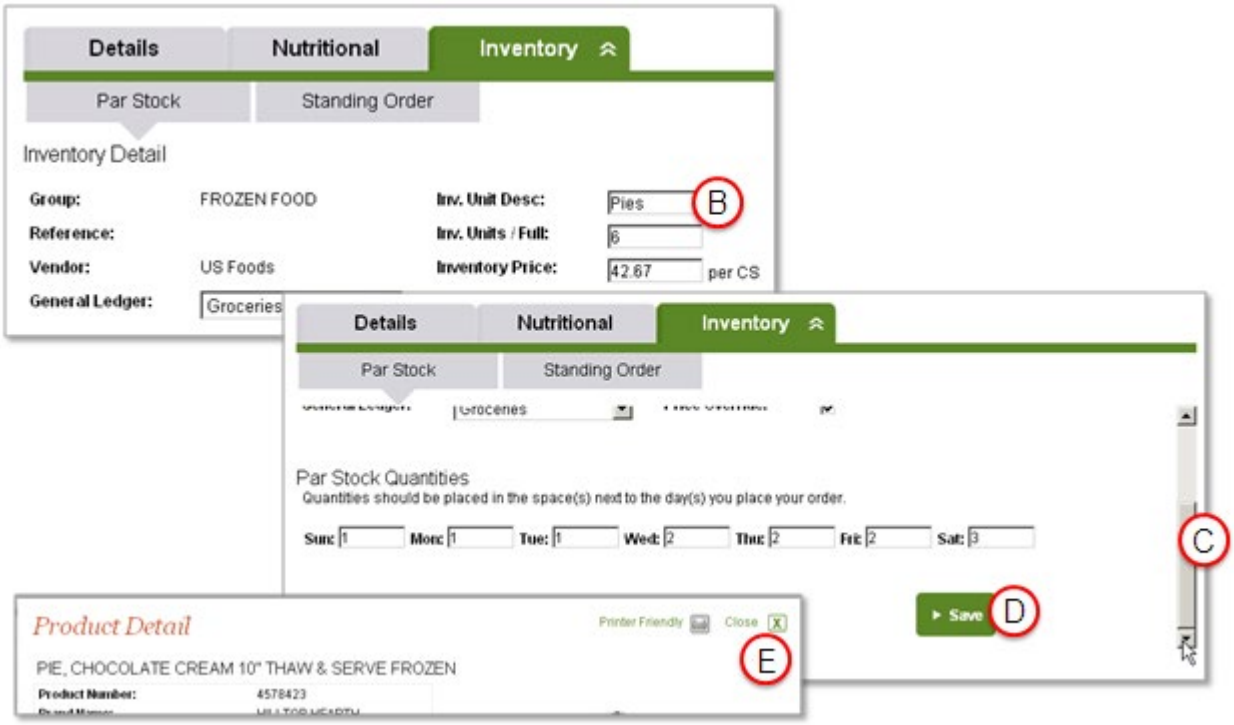
Step 4: Pre-work - Edit inventory units (optional)

All products are pre-populated with CS as the Inventory Unit Description and many products have the number of Inventory Units per Full Case preset. These values should be verified and can be edited to support the way you count inventory.

A. To access the Inventory tab for the product you are working with, open the list that will be used for recording the inventory and click on the product number.

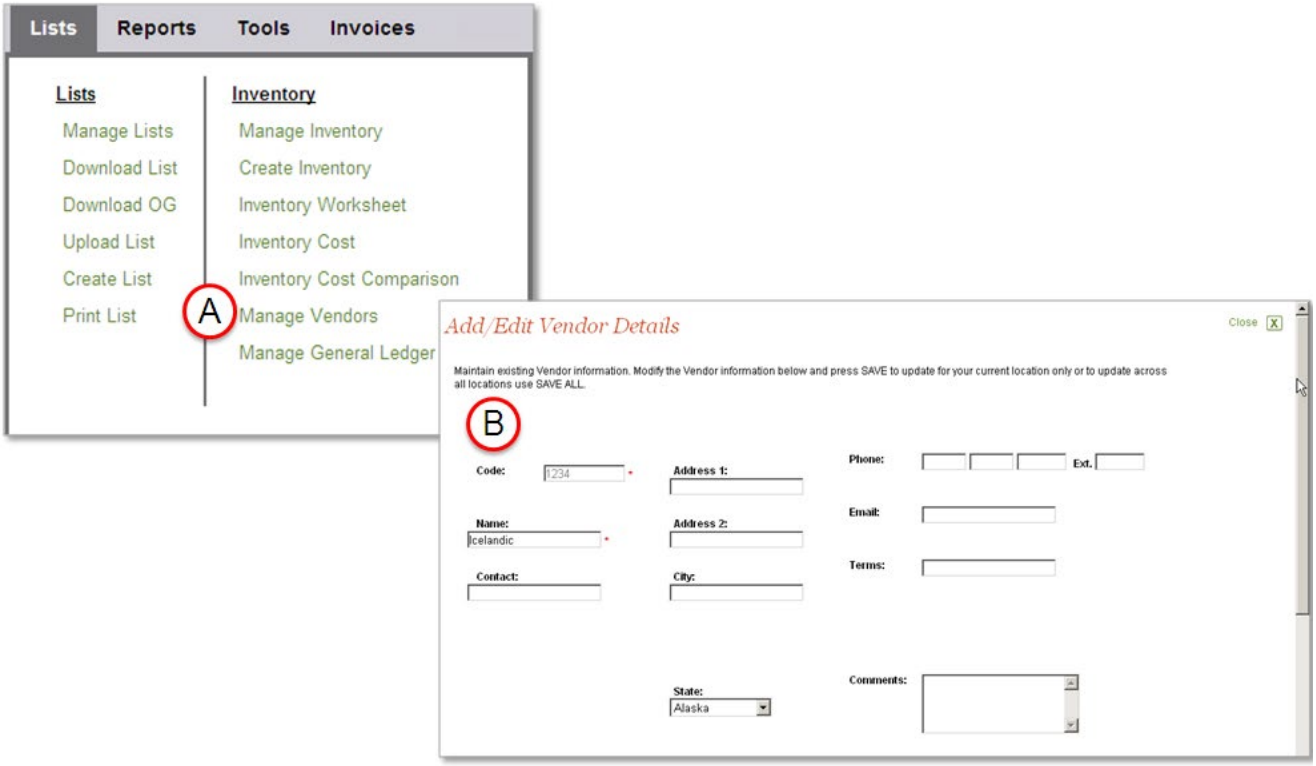


B. Enter the new values.
C. Use the scroll bar to move to the bottom of the inventory tab.
D. Click on **Save.**
E. Move to the top of the Product Detail screen and click on **Close.**

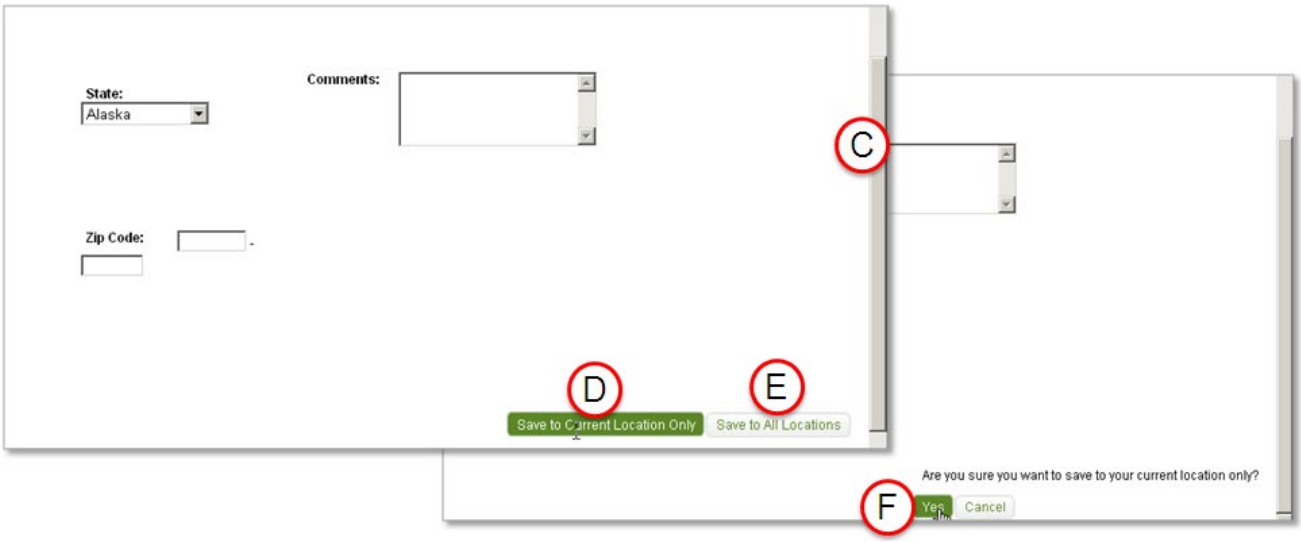


Step 5: Pre-work - Create vendors for non-USF products (optional)

A. From the Lists menu, click on **Manage Vendors**.
B. Enter the vendor information. (required information is noted by the red asterisk.)

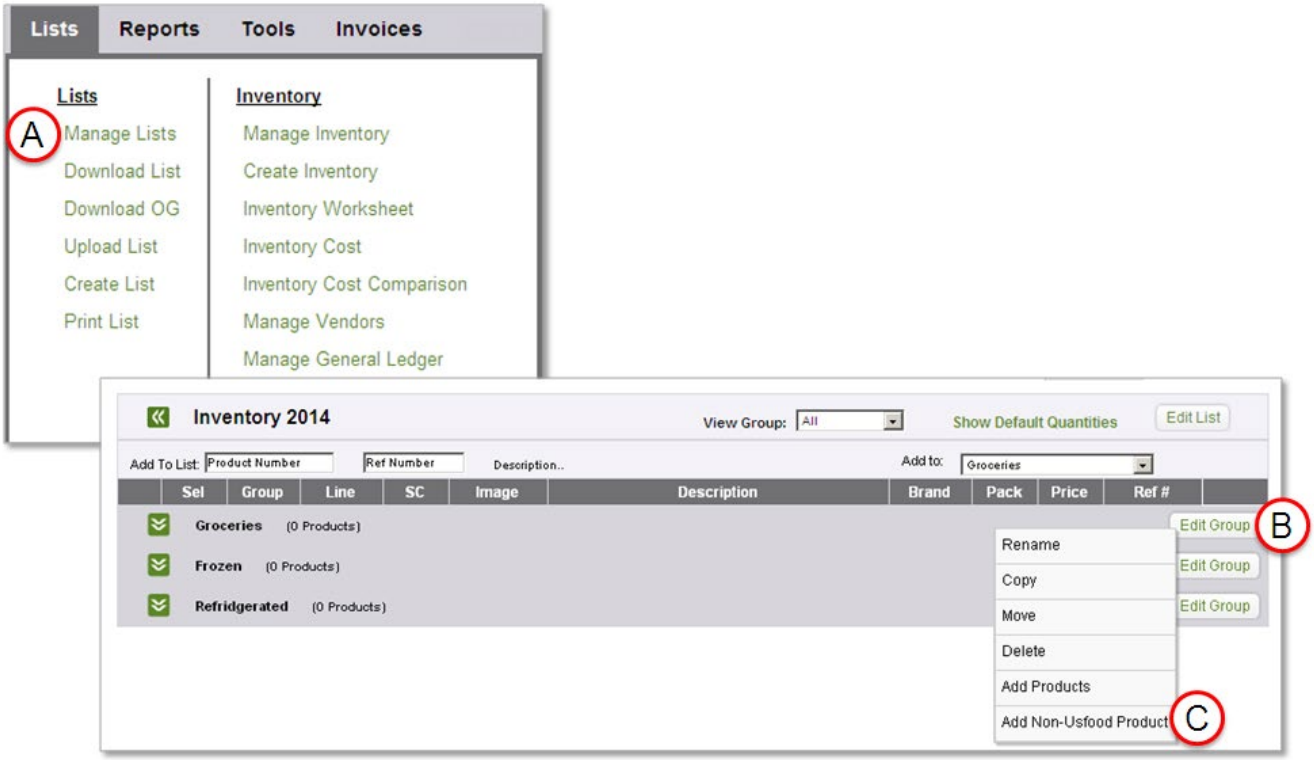


C. Use the scroll bar to move to the bottom of the Vendor setup page.
D. Click on **Save to Current Location Only.**
E. Choose **Save to All Locations** if you want all assign the new Vendor to all customer numbers attached to your user ID.
F. Select **Yes** to confirm and continue.

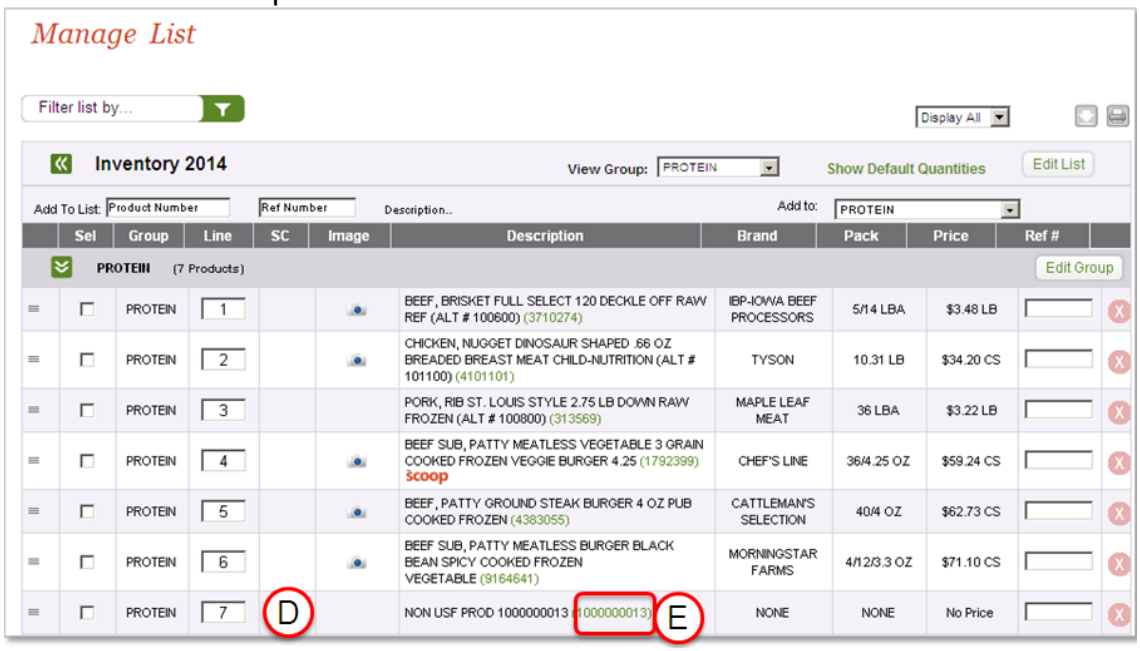


Step 6: Pre-work - Create non-USF products (optional)

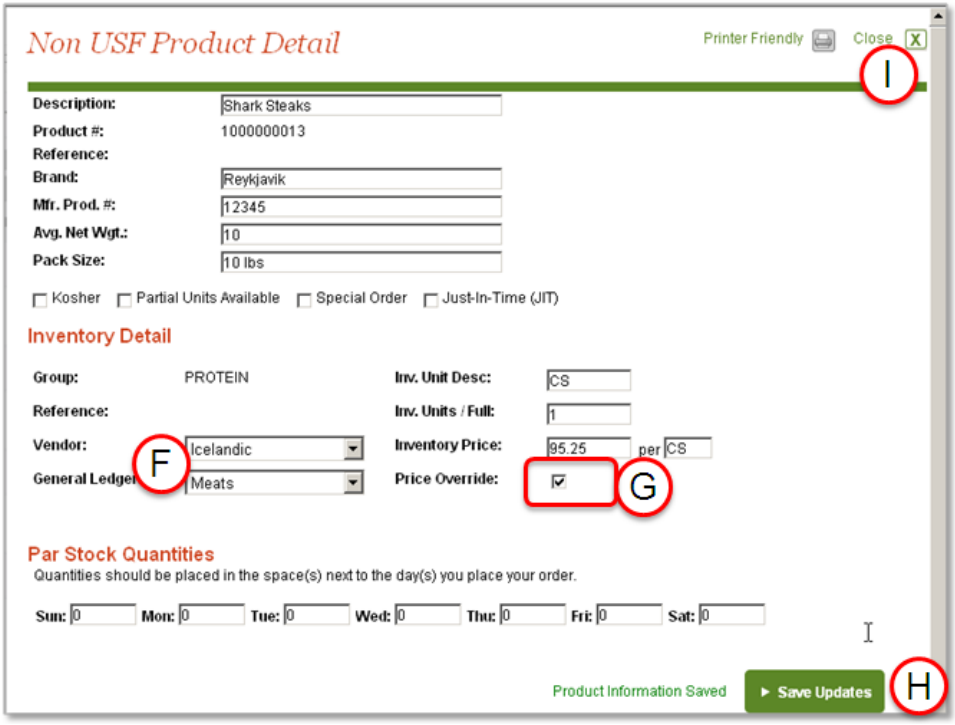
A. From the Lists menu, click on **Manage Lists**.
B. Click on **Edit Group.**
C. Click on **Add Non-US Food Product**



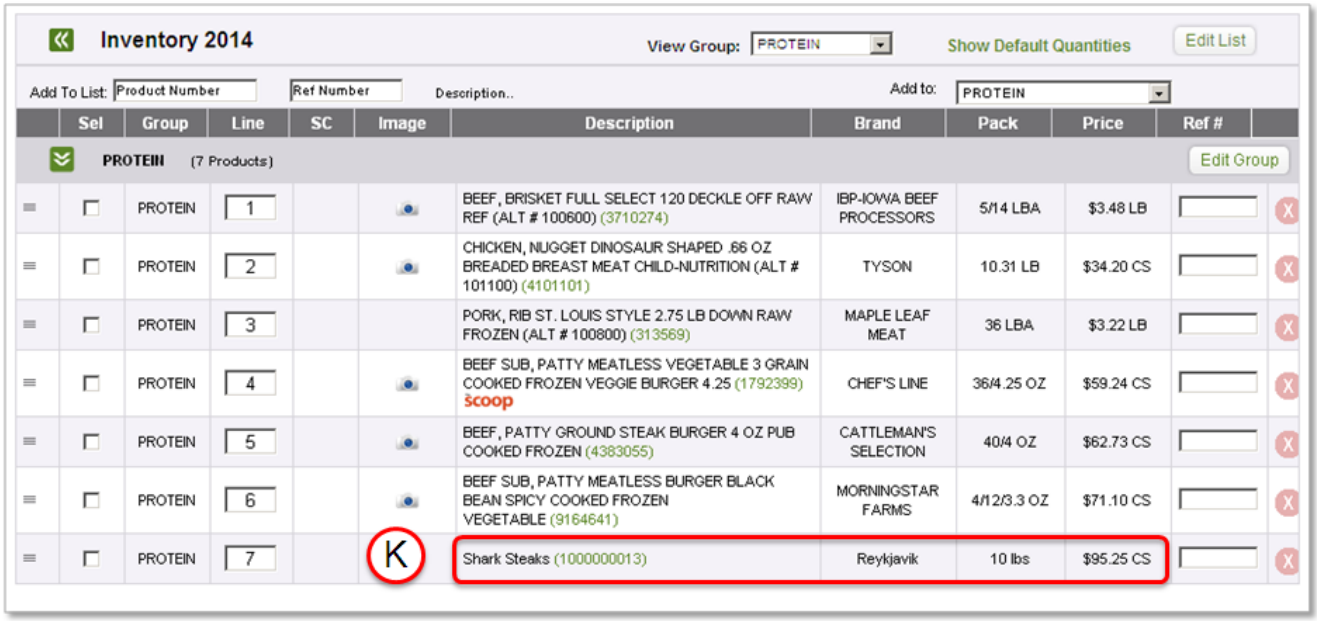
D. The new non-US Foods product will appear at the bottom of the group.
E. Click on the product number to add details.



F. If Vendor and GL codes have been setup, they can be added from the drop down list.
G. To enter pricing, first click on **Price Override,** then enter the unit price.
H. Click on **Save** at the bottom of the screen.
I. Click on **Close** at the top of the screen.
J. Repeat this process for all non-US Foods products.



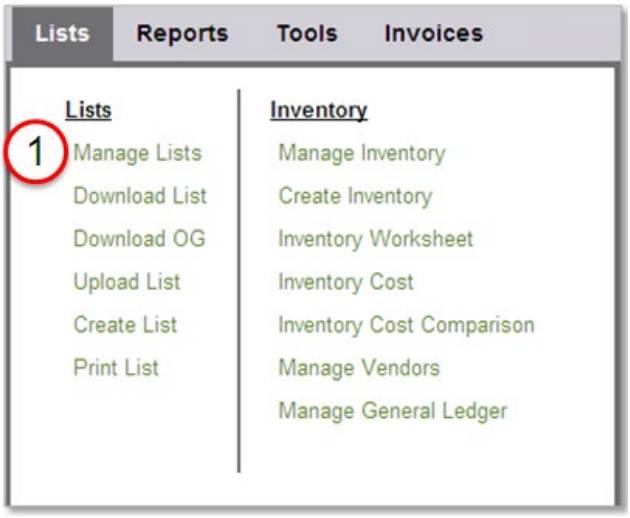
K. The added detail will now appear inline at the bottom of the group.



Add Products to a List

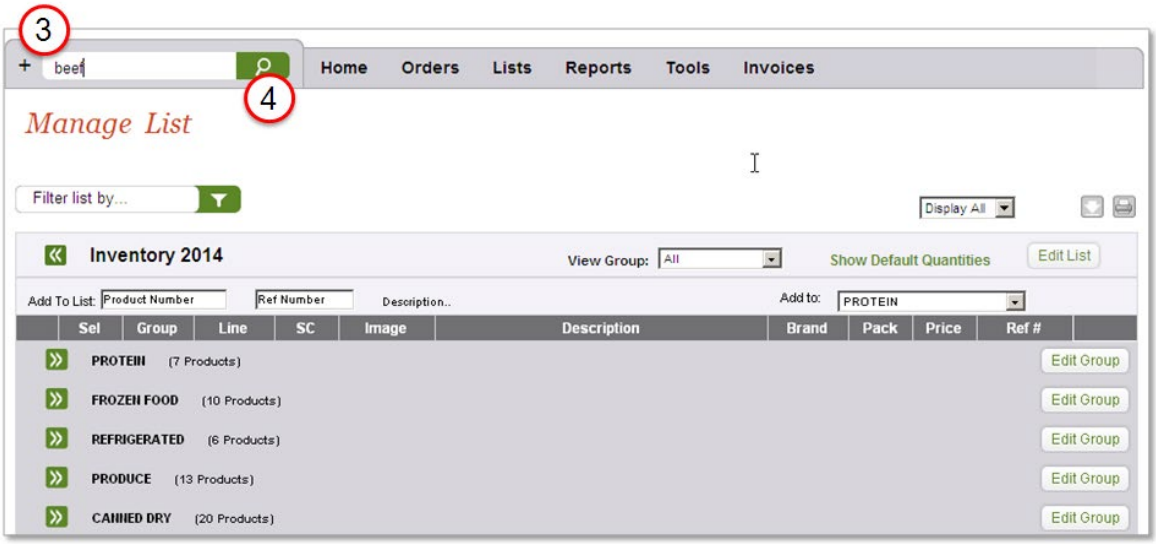
Add new products by using Search

1. From the Lists menu, click on **Manage Lists**.

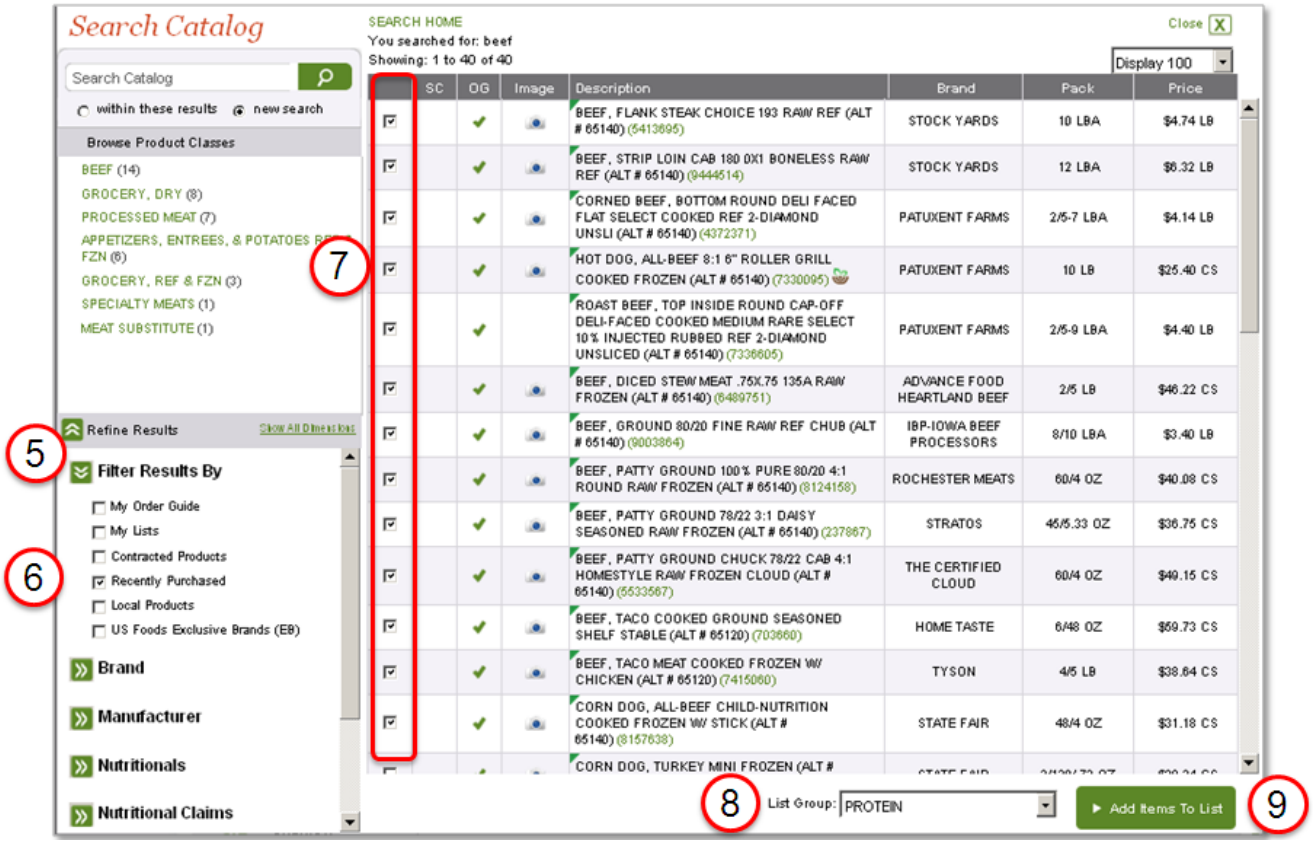


2. Click on the double green arrows to open the list.

3. Enter the search criteria in the search field.
4. Click the magnifying glass or press **Enter.**

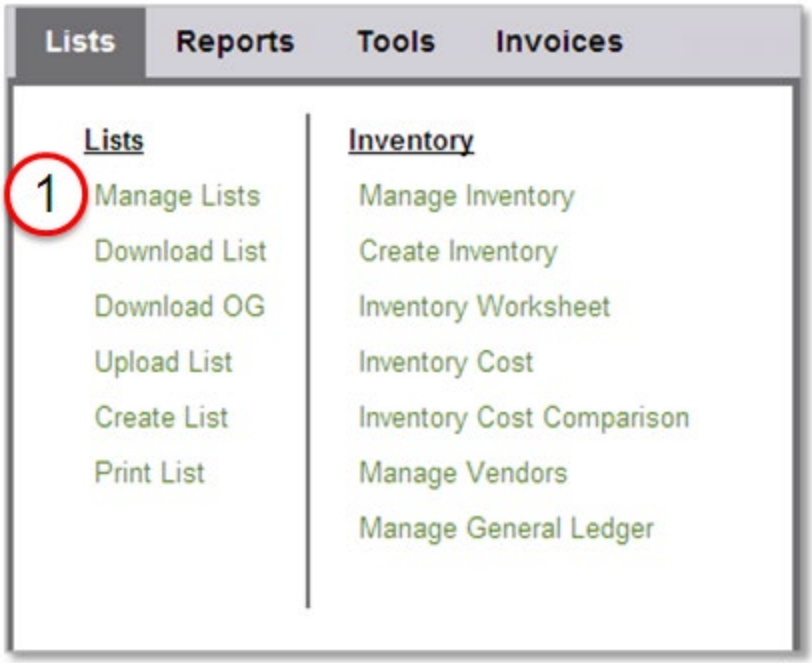


5. Click on **Filter Results By**
6. Select **Recently Purchased**
7. Select products to add to list
8. Select the **List Group**
9. Click on **Add Items to List**

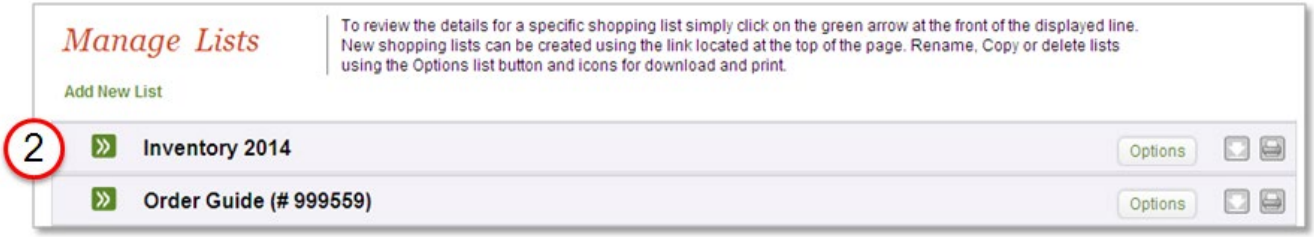


Add new products using Edit Group

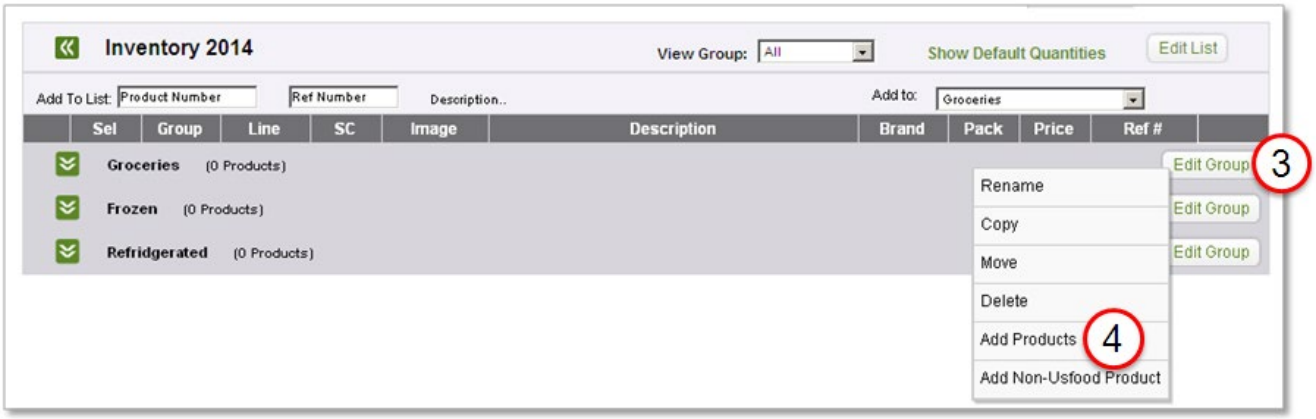
1. From the Lists menu, click on **Manage Lists**.



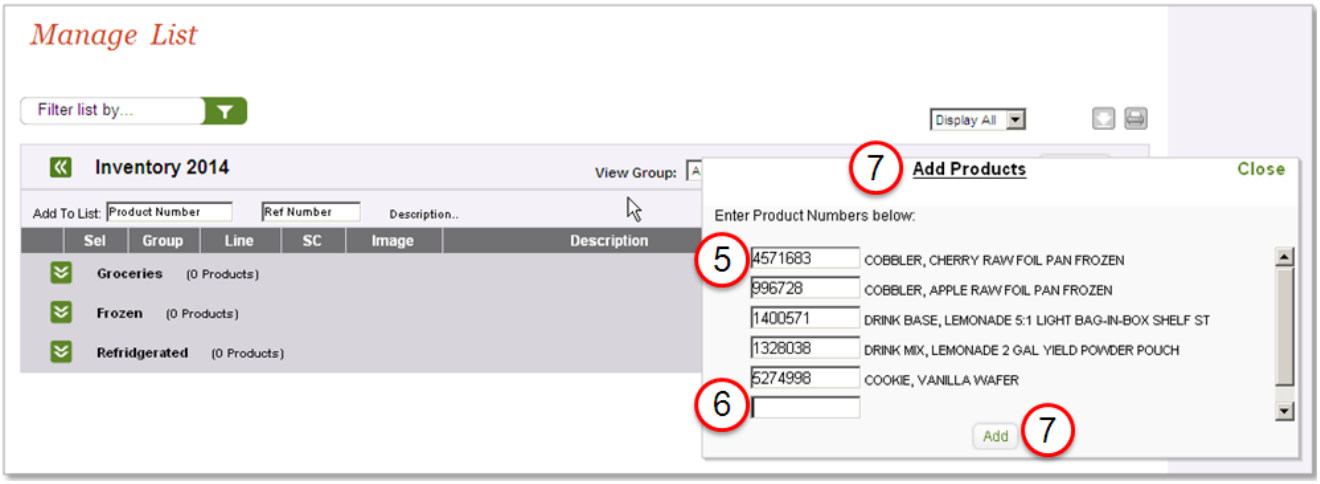
2. Click on the double green arrows to open the list.



3. To add products to a group, click on **Edit Group**
4. Select **Add Products**.

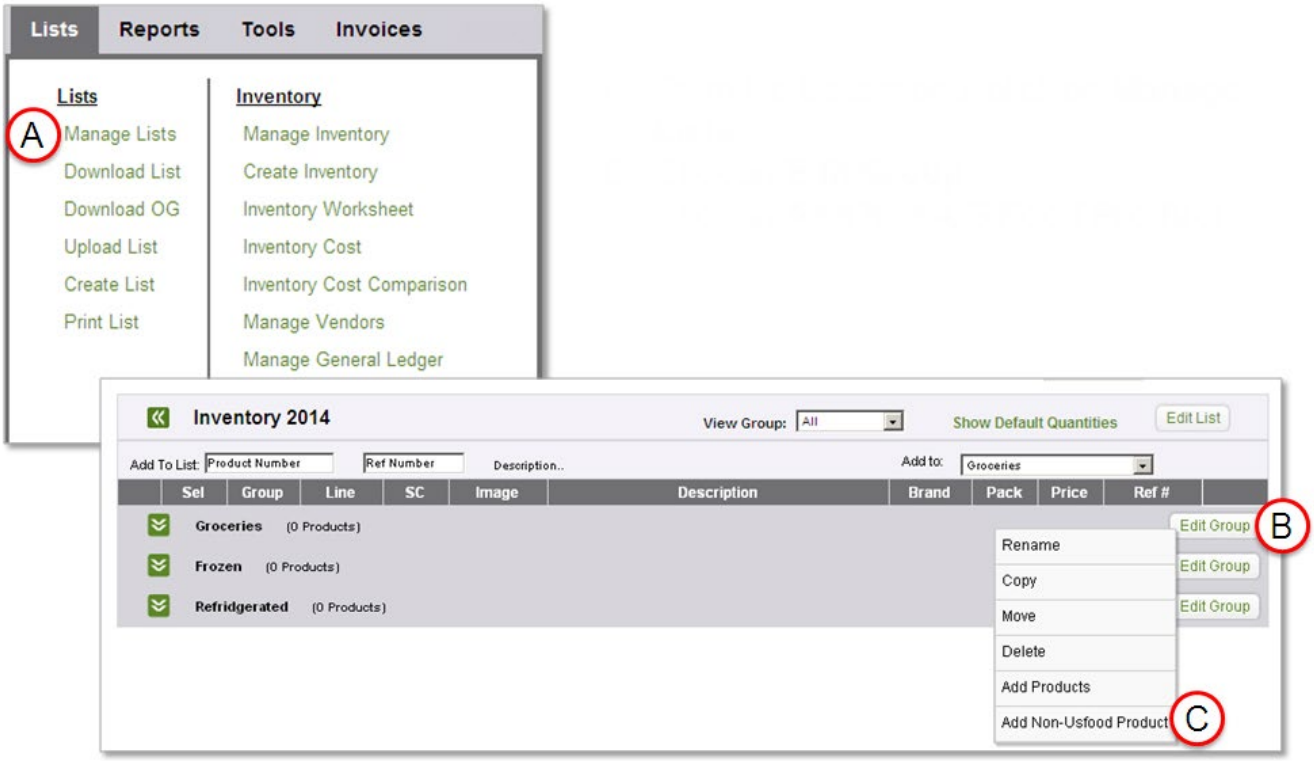


5. Enter product numbers. Product description will appear after the enter key is pressed.
6. After the first 5 products are entered the screen will open a new field.
7. Click on **Add** or **Add Products** to add products to the group and close the window.

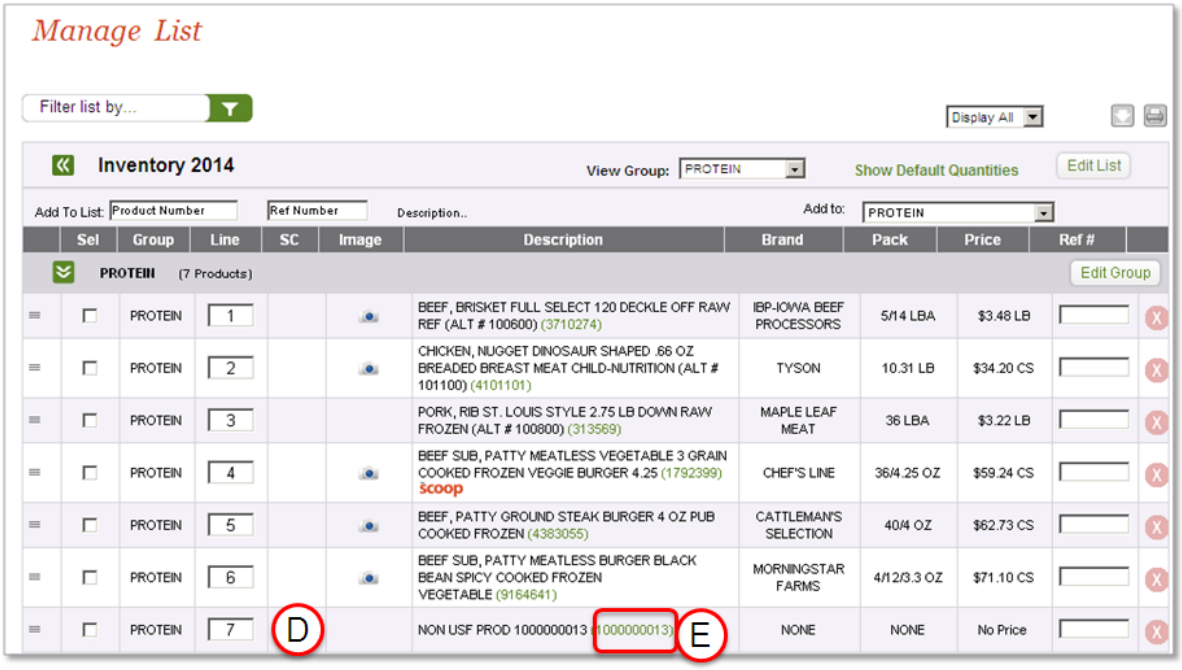


Add Non USF Products

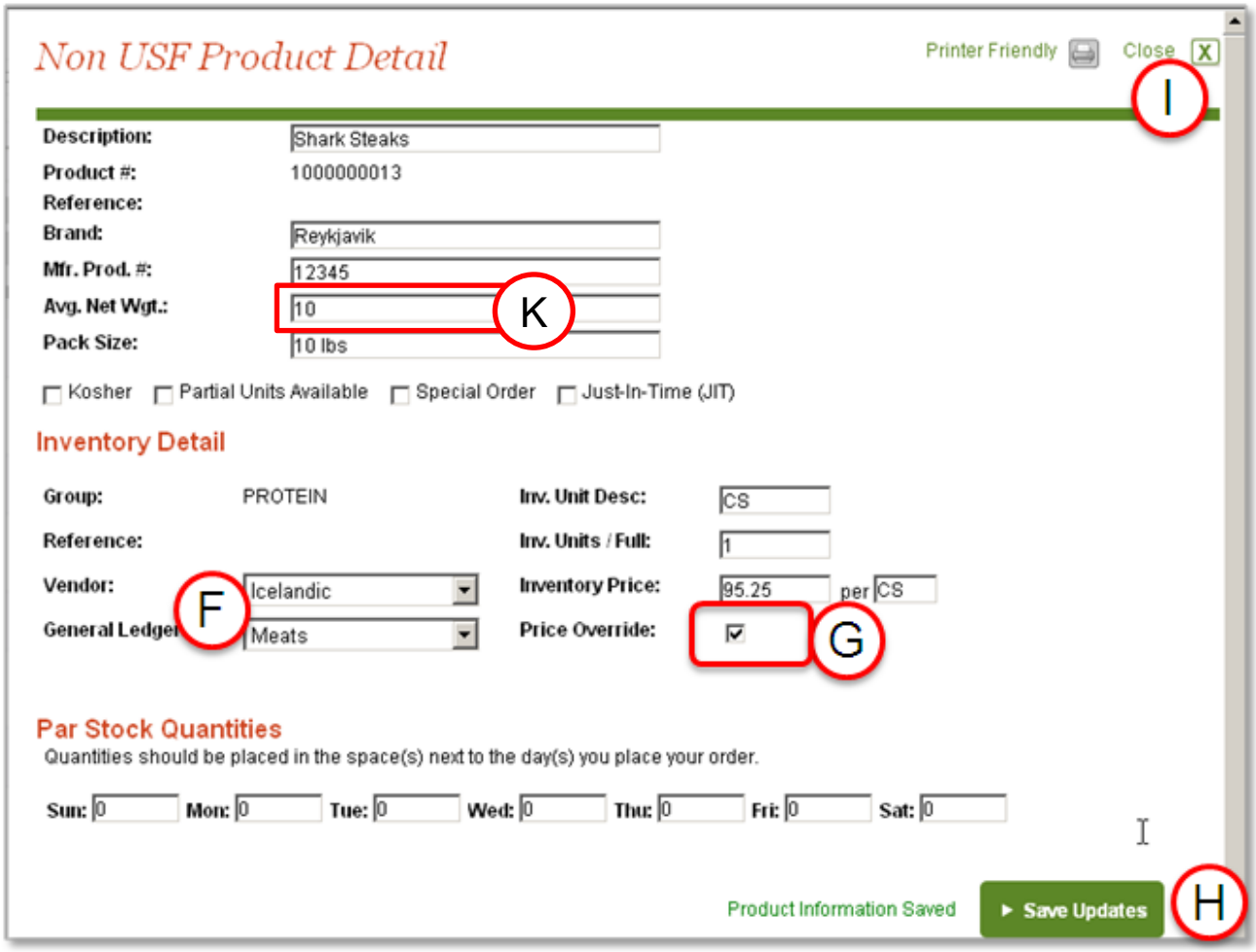
A. From the Lists menu, click on **Manage Lists**.
B. Click on **Edit Group.**
C. Click on **Add Non-US Food Product**



D. The new non-US Foods product will appear at the bottom of the group.
E. Click on the product number to add details.



F. If Vendor and GL codes have been setup, they can be added from the drop down list.
G. To enter pricing, first click on **Price Override,** then enter the price.
H. Click on **Save** at the bottom of the screen.
I. Click on **Close** at the top of the screen.
J. Repeat this process for all non-US Foods products.
K. Make sure to enter a value in Average Net Weight or inventory reports will not calculate correctly.

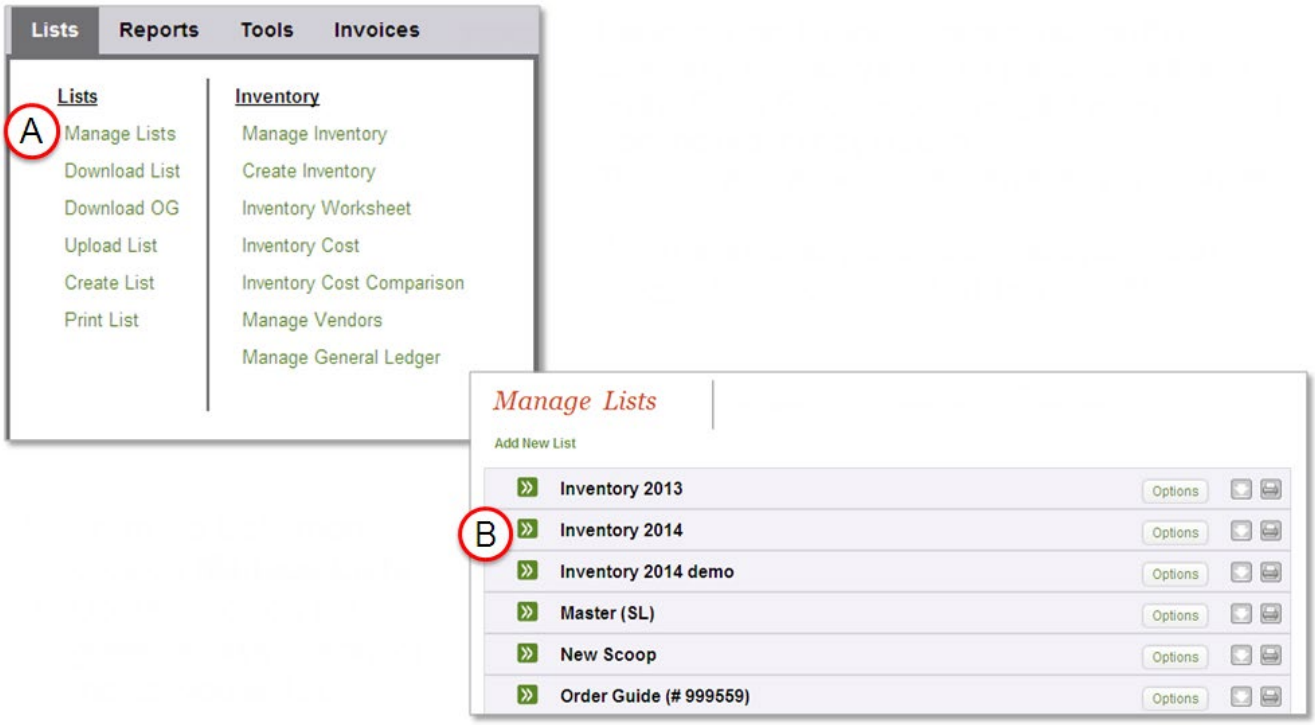


Add Par Levels

Par levels can be added for products on the shopping / inventory list. The par levels will print on the Order Guide or Shopping list when selected from the order entry screen.

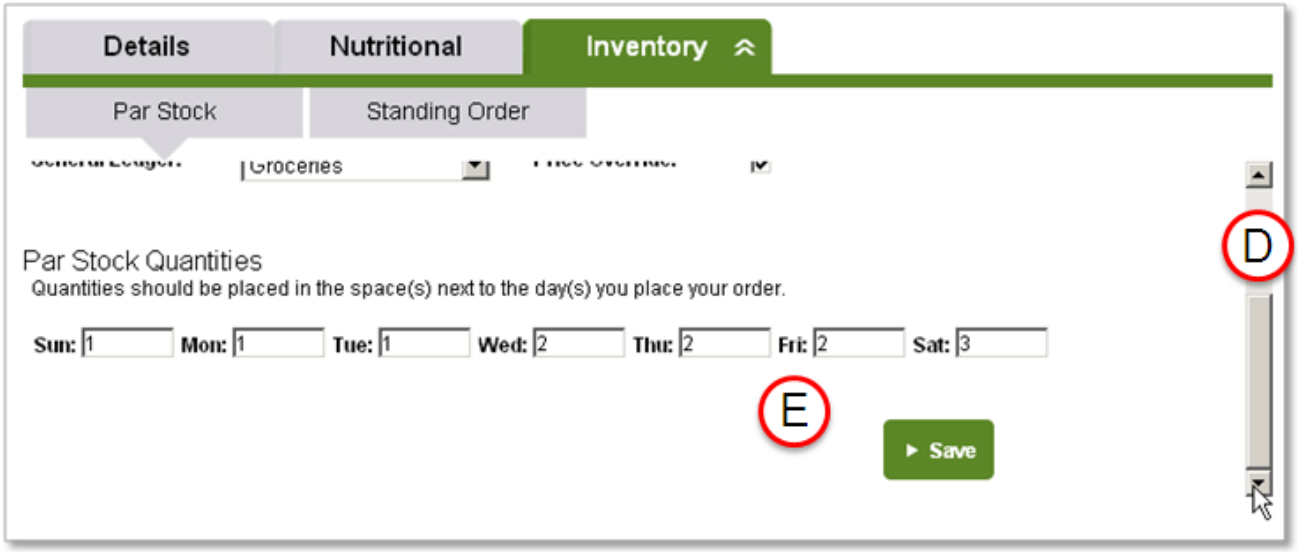
They will also appear on the Inventory Worksheet.
When an inventory is entered, the system can "suggest" an order based on the par values.

A. From the Lists menu, click on **Manage Lists**.
B. Double click on the green arrows in front of the list you will be editing.



C. To access the Inventory tab for the product, click on the product number.

D. Use the scroll bar to move to the bottom of the inventory tab.
E. Enter the par levels for selected order days and click **Save**.
F. Move to the top of the Product Detail screen and click on **Close.**
G. Repeat this process for all products on the list.

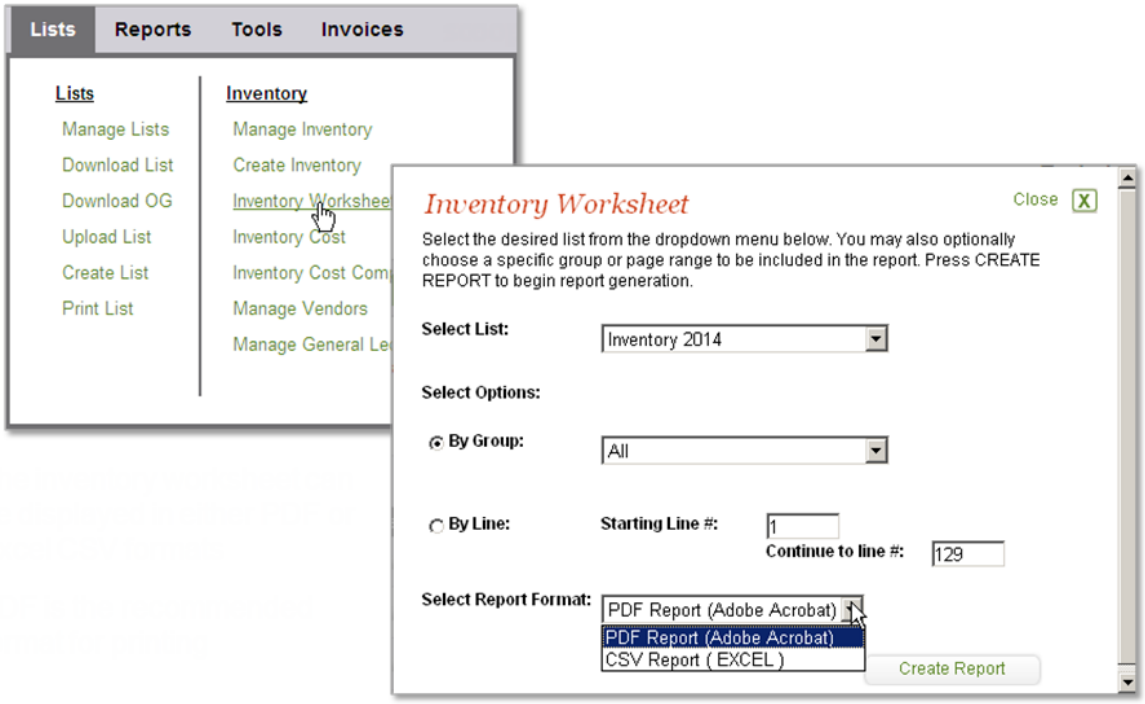


Important!!

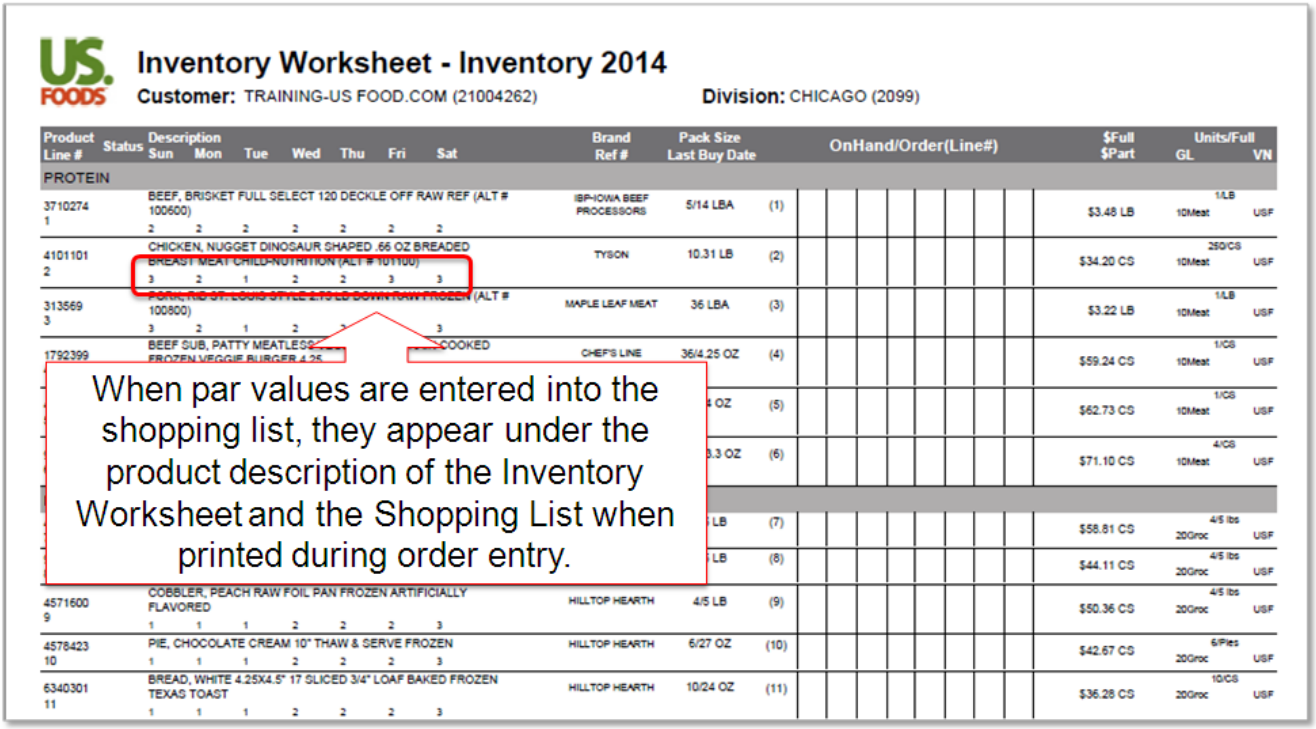
- Par levels are attached to the list – not the product number.
- If a new list is created from scratch, the par levels must be re-entered for each product.
- To avoid re-entering this information when a new list is created, copy the original list with the par levels and then edit the new list as needed.

Inventory Worksheet

- The inventory worksheet can be displayed in either PDF or Excel CSV formats
- PDF is the recommended format for printing



Inventory Worksheet - PDF version



Inventory Worksheet - Inventory 2014

Customer: TRAINING-US FOOD.COM (21004262) **Division:** CHICAGO (2099)

Product Line #	Status	Description Sun Mon Tue Wed Thu Fri Sat	Brand Ref #	Pack Size Last Buy Date		OnHand/Order(Line#)	$Full $Part	Units/Full GL	VN
PROTEIN									
3710274 1		BEEF, BRISKET FULL SELECT 120 DECKLE OFF RAW REF (ALT # 100600) 2 2 2 2 2 2 2	IBP-IOWA BEEF PROCESSORS	5/14 LBA	(1)		$3.48 LB	1/LB 10Meat	USF
4101101 2		CHICKEN, NUGGET DINOSAUR SHAPED .66 OZ BREADED BREAST MEAT CHILD-NUTRITION (ALT # 101100) 3 2 1 2 2 3 3	TYSON	10.31 LB	(2)		$34.20 CS	250/CS 10Meat	USF
313569 3		PORK, RIB ST. LOUIS STYLE 2.75 LB DOWN RAW FROZEN (ALT # 100800) 3 2 1 2 2 3	MAPLE LEAF MEAT	36 LBA	(3)		$3.22 LB	1/LB 10Meat	USF
1792399		BEEF SUB, PATTY MEATLESS FROZEN VEGGIE BURGER 4.25 COOKED	CHEF'S LINE	36/4.25 OZ	(4)		$59.24 CS	1/CS 10Meat	USF
				4 OZ	(5)		$62.73 CS	1/CS 10Meat	USF
				3.3 OZ	(6)		$71.10 CS	4/CS 10Meat	USF
				LB	(7)		$58.81 CS	4/5 lbs 20Groc	USF
				LB	(8)		$44.11 CS	4/5 lbs 20Groc	USF
4571600 9		COBBLER, PEACH RAW FOIL PAN FROZEN ARTIFICIALLY FLAVORED 1 1 1 2 2 2 3	HILLTOP HEARTH	4/5 LB	(9)		$50.36 CS	4/5 lbs 20Groc	USF
4578423 10		PIE, CHOCOLATE CREAM 10" THAW & SERVE FROZEN 1 1 1 2 2 2 3	HILLTOP HEARTH	6/27 OZ	(10)		$42.67 CS	6/Pies 20Groc	USF
6340301 11		BREAD, WHITE 4.25X4.5" 17 SLICED 3/4" LOAF BAKED FROZEN TEXAS TOAST 1 1 1 2 2 2 3	HILLTOP HEARTH	10/24 OZ	(11)		$36.28 CS	10/CS 20Groc	USF

When par values are entered into the shopping list, they appear under the product description of the Inventory Worksheet and the Shopping List when printed during order entry.

Inventory Worksheet - Inventory 2014

Customer: TRAINING-US FOOD.COM (21004262) **Division:** CHICAGO (2099)

GL # and Account Names – when setup and assigned to products on the selected shopping list, the GL # will appear in this column.

GL #	Account Name
10Meat	Meats
15Prdc	Produce
20Groc	Groceries
30Chem	Chemicals and Cleaning
40Papr	Paper
50Eqmt	Equiptment

Inventory Worksheet - Inventory 2014

Customer: TRAINING-US FOOD.COM (21004262) **Division:** CHICAGO (2099)

Inventory Units Descriptions and Inventory Units Per Full Case – will appear in this column. Changes made on the inventory tab to this value will also appear.

Details | Nutritional | Inventory

Par Stock | Standing Order

Inventory Detail

Group:	FROZEN FOOD	Inv. Unit Desc:	Pies
Reference:		Inv. Units / Full:	6
Vendor:	US Foods	Inventory Price:	42.67 per CS
General Ledger:	Groceries	Price Override:	☑

Inventory Worksheet – CSV Version

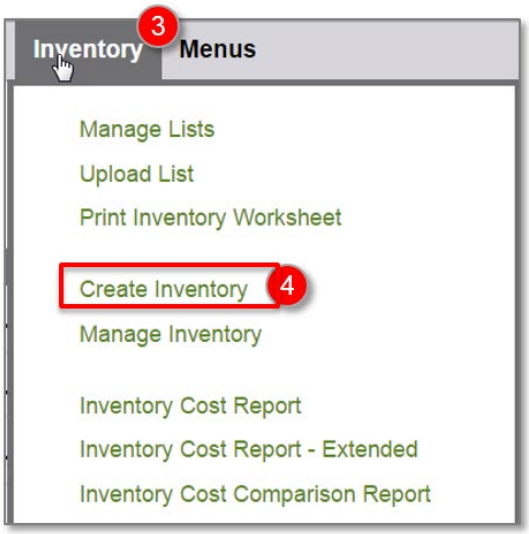
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Inventory	Worksheet - Inventory 2014																				
2	Customer: TRAINING-US FOOD.COM (21004262) Division: CHICAGO (2099)																					
3	Group	Product	Line #	Status	Descriptic	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday	Brand	Reference	Pack Size	Last Buy D	OnHand/C	$Full	$Part	Units/Full	GL	Vendor
4	PROTEIN	3710274	1		BEEF, BRIS	2	2	2	2	2	2	2	IBP-IOWA	BEEF PROC	5/14 LBA			$3.48 LB	$0.00 EA	1/LB	10Meat	USF
5	PROTEIN	4101101	2		CHICKEN, I	3	2	1	2	2	3	3	TYSON		10.31 LB			$34.20 CS	$0.00 EA	250/CS	10Meat	USF
6	PROTEIN	313569	3		PORK, RIB	3	2	1	2	2	3	3	MAPLE LEAF MEAT		36 LBA			$3.22 LB	$0.00 EA	1/LB	10Meat	USF
7	PROTEIN	1792399	4		BEEF SUB,	1	1	1	1	1	1	1	CHEF'S LINE		36/4.25 OZ			$59.24 CS	$0.00 EA	1/CS	10Meat	USF
8	PROTEIN	4383055	5		BEEF, PATT	3	2	4	5	5	5	5	CATTLEMAN'S SELECT		40/4 OZ			$62.73 CS	$0.00 EA	1/CS	10Meat	USF
9	PROTEIN	9164641	6		BEEF SUB,	3	1	1	2	2	3	3	MORNINGSTAR FARM		4/12/3.3 OZ			$71.10 CS	$0.00 EA	4/CS	10Meat	USF
10	FROZEN F(	4571683	7		COBBLER,	1	1	1	2	2	2	3	HILLTOP HEARTH		4/5 LB			$58.81 CS	$0.00 EA	4/5 lbs	20Groc	USF
11	FROZEN F(	996728	8		COBBLER,	1	1	1	2	2	2	3	HILLTOP HEARTH		4/5 LB			$44.28 CS	$0.00 EA	4/5 lbs	20Groc	USF
12	FROZEN F(	4571600	9		COBBLER,	1	1	1	2	2	2	3	HILLTOP HEARTH		4/5 LB			$50.36 CS	$0.00 EA	4/5 lbs	20Groc	USF
13	FROZEN F(	4578423	10		PIE, CHOC	1	1	1	2	2	2	3	HILLTOP HEARTH		6/27 OZ			$42.67 CS	$0.00 EA	6/Pies	20Groc	USF
14	FROZEN F(	6340301	11		BREAD, WI	1	1	1	2	2	2	3	HILLTOP HEARTH		10/24 OZ			$36.28 CS	$0.00 EA	10/CS	20Groc	USF
15	FROZEN F(	5734900	12		COOKIE, C	1	1	1	2	2	2	3	GRANDMAS FRITO LA		60/2.5 OZ			No Price	$0.00 EA	1/CS	20Groc	USF
16	FROZEN F(	8328767	13		CORN ON	1	1	1	2	2	2	3	MONARCH		96 EA			No Price	$0.00 EA	0/N/A	20Groc	USF
17	FROZEN F(	5009444	14		DOUGH, TI	1	1	1	2	2	2	3	HOLLY RIDGE		120/3 OZ			No Price	$0.00 EA	120/CS	20Groc	USF
18	FROZEN F(	7364995	15		ONION ST	1	1	1	2	2	3	3	MOORES		6/2 LB			No Price	$0.00 EA	6/CS	20Groc	USF
19	FROZEN F(	1000611	16		POTATO, F	1	1	1	2	2	3	3	LAMBS NATURAL		6/4.5 LB			$41.93 CS	$0.00 EA	6/CS	20Groc	USF
20	REFRIGERA	4985693	17		CHEESE, C	1	1	1	2	2	3	3	GLENVIEW FARMS		4/2.5 LB			$45.95 CS	$0.00 EA	4/CS	20Groc	USF
21	REFRIGERA	3587573	18		CHEESE, PA	1	1	1	2	2	3	3	ROSELI		4/5 LB			$114.49 C	$32.92 EA	4/CS	20Groc	USF

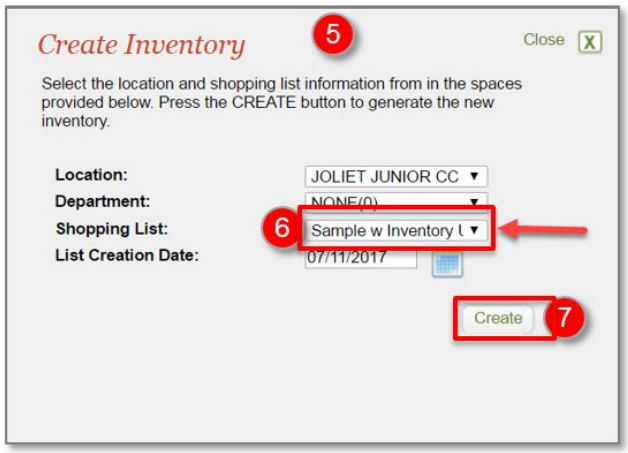
Audit an Inventory List

Create invoice report to use for audit

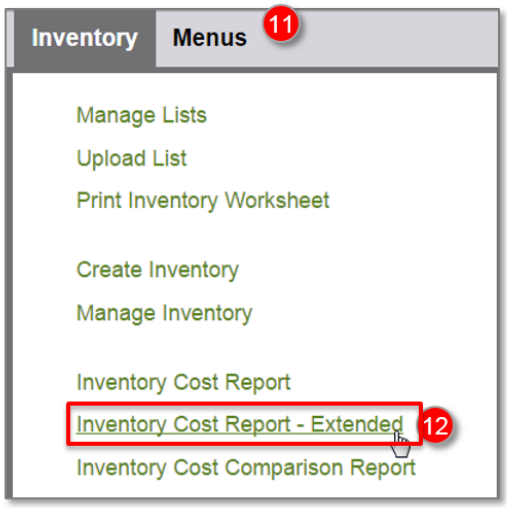
From the US Foods Online home page:

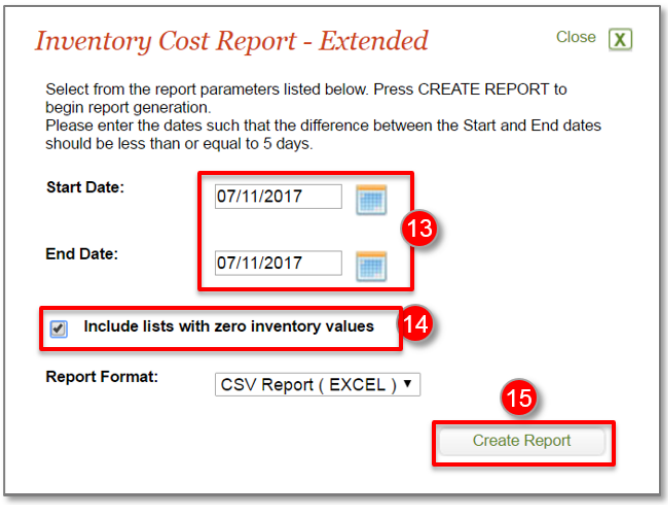
1. Click on **My Business.**
2. Click on **Manage Inventory**. The Inventory page will appear.
3. Click on **Inventory**.
4. Click on **Create Inventory**.
5. The **Create Inventory** box will appear.
6. Select the Shopping List (Inventory List) you wish to audit.
7. Click **Create.**





8. The Manage Inventories screen will appear.
9. Open the newly created inventory.
10. Scroll to the bottom of the screen and click on "Get Price".
11. Scroll to the top of the screen and click on Inventory. The Inventory menu will appear.
12. Click on Inventory Cost Report – Extended.
13. Select the date of the report to audit. Enter the date as the Start and End date.
14. Select Include Lists with zero inventory values.
15. Click on Create Report.





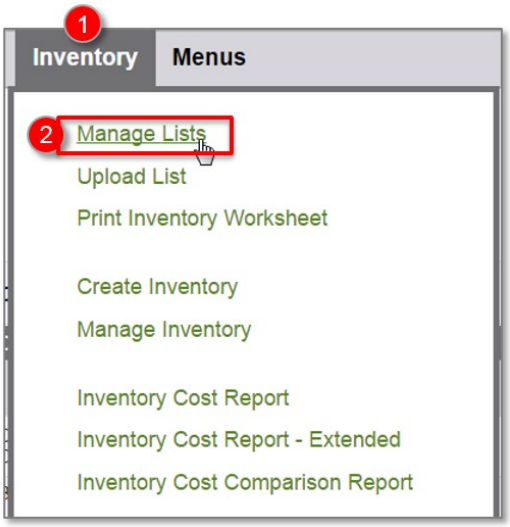
Audit the Report

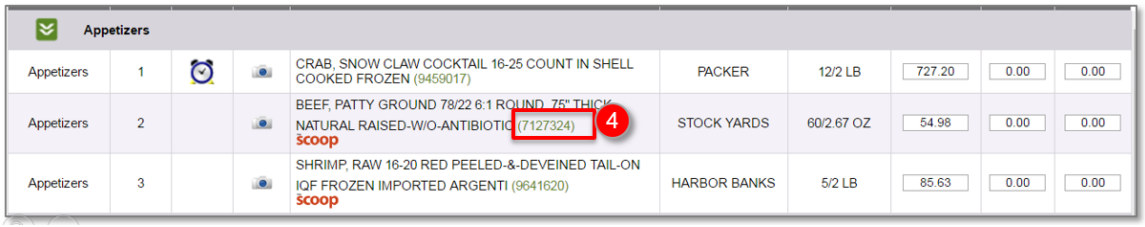
1. Column X – Units / Full –
   a) Most values are automatically populated to match the pack size. Some values automatically populate to 1/cs. Audit this column to make sure the inventory count values are correct.
   b) To count the inventory by individual units, the values in this column should match the pack size or can be customized to a unique value.
   Example: Line #1 is crab claws. The units/full is set to 12/cs. You can leave as is or change to 12/boxes for a more descriptive inventory unit name. Since each claw costs approximately $1.44, you may want to count individual claws. To do this, calculate the number of claws per case and update. For this product, it would be 500 (units) /claws (full) per case.
2. Column AM – CustPrdOvd – Customer Product Override
   a) USF Products - A "Y" in this column indicates the price has been overridden. The current price is captured in column AN – CasePriceOvrdn (Case Price Over riden). The price in column AB – Cost is the manually entered price that will be used to calculate the value of the inventory.

	G	H	I	J	L	O	X	Y	Z	AA	AB	AC	AM	AN	AO
1															
2	GrpName	Product	Line #	Description	PackSz	Vendor	Units/Full	$Full	UOM	$Part	Cost	ExtPrc	CustPrdOvd	CasePrice Ovrdn	EachPrice Ovrdn
3	Appetizers	9459017	1	CRAB, SNOW CLAW COCKTAIL 16-25 COUNT IN SHELL COOKED FROZEN	12/2 LB	USF	12/CS	0	CS	$0.00 EA	727.2	0	N	0	0
4	Appetizers	7127324	2	BEEF, PATTY GROUND 78/22 6:1 ROUND .75" THICK NATURAL RAISED-W/O-ANTIBIC	60/2.67 OZ	USF	1/CS	0	CS	$0.00 EA	54.98	0	N	0	0
5	Appetizers	9641620	3	SHRIMP, RAW 16-20 RED PEELED-&-DEVEINED TAIL-ON IQF FROZEN IMPORTED ARG	5/2 LB	USF	1/CS	0	CS	$0.00 EA	85.63	0	N	0	0
6	Open Air 1	1E+09	4	JUICE VEGETABLE 100 CAN SHELF STABLE ALT # 3011640	48/5.5 OZ	def	48/5.5 OZ	0	CS	$0.00 EA	0	0	N	0	0
7	Open Air 1	1E+09	5	JUICE TOMATO 100 CAN SHELF STABLE ALT # 3011640	48/5.5 OZ	USF	48/5.5 OZ	0	CS	$0.00 EA	10	0	Y	0	0
8	Chip Snacks	6283501	6	COOKIE, CHOCOLATE CHIP SS (ALT # 3011640)	60/2 OZ	USF	60/2 OZ	0	CS	$0.00 EA	10	0	Y	20.39	0
9	Chip Snacks	5570221	7	CHIP, CHEESE CRUNCHY HOT BAG SNACK (ALT # 3011640)	64/1.5 OZ	USF	64/1.5 OZ	0	CS	$0.00 EA	10	0	Y	27.12	0
10	Chip Snacks	5602008	8	CHIP, POTATO KETTLE SEA SALT & VINEGAR SS BAG (ALT # 3011640)	64/1.375 O	USF	1/cs	0	CS	$0.00 EA	27.12	0	N	0	0

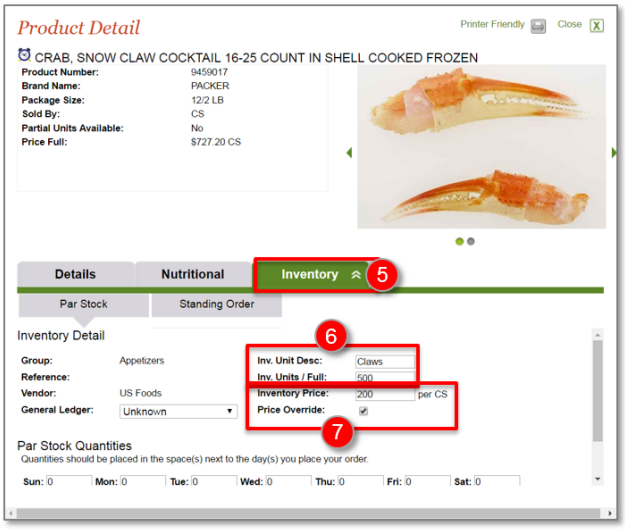
Update inventory values using the Manage Lists and the Product Detail Screen

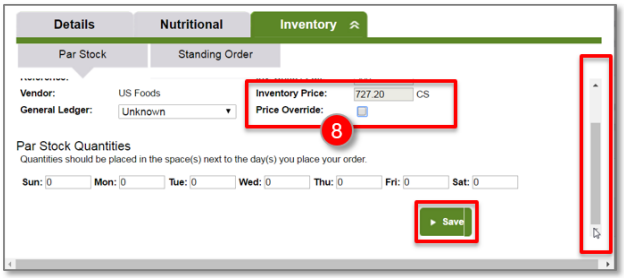
1. From the Inventory screen, click on the Inventory menu.
2. Click on Manage Lists
3. From the Manage Lists screen, select the list to update by clicking on the green box in front of the list.
4. To update inventory values, click on the product number. The product detail screen will appear.





5. Click the Inventory tab on the Product Detail screen.
6. Update the needed values on this screen.
7. Make sure the price override is not selected for US Foods products UNLESS you wish to override the current price.
8. When the price override is unselected, the current price will display.
9. Use the slider bar to scroll to the bottom of the screen.
10. Click Save to save the updated values.
11. For more details – see Update Inventory Units.





Inventory Cost Reports

- Calculates the cost of your current inventory on-hand.
- Information can be displayed/printed in a variety of ways:

General Ledger with Subtotal Detail
- Categorized by your general ledger categories with products listed below each general ledger

General Ledger without Subtotal Detail
- Summarized by your General Ledger categories with no products listed

Product Description
- Alphabetized by product description

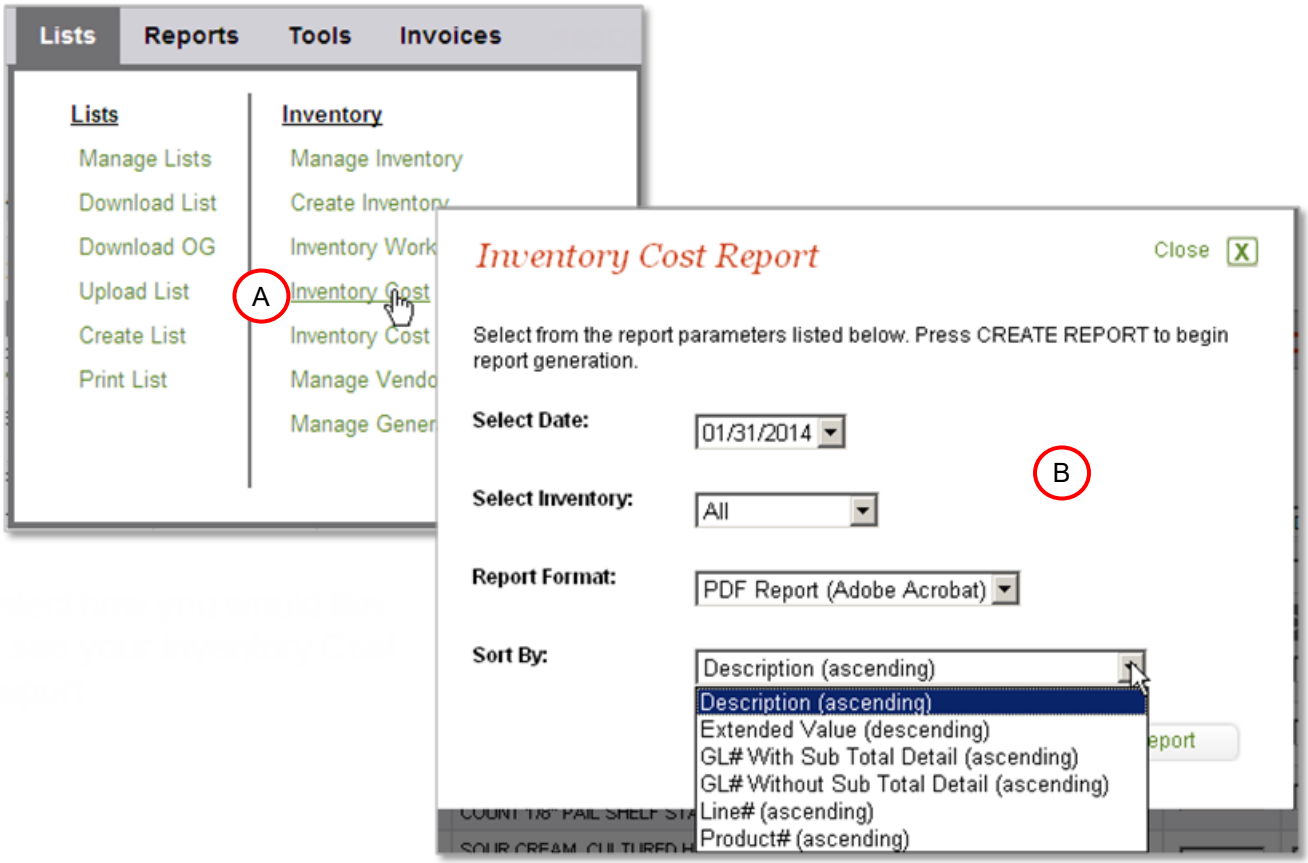
Extended Value
- Sorted in descending dollar order

Line Number
- Sorted in the same order as the Inventory Worksheet

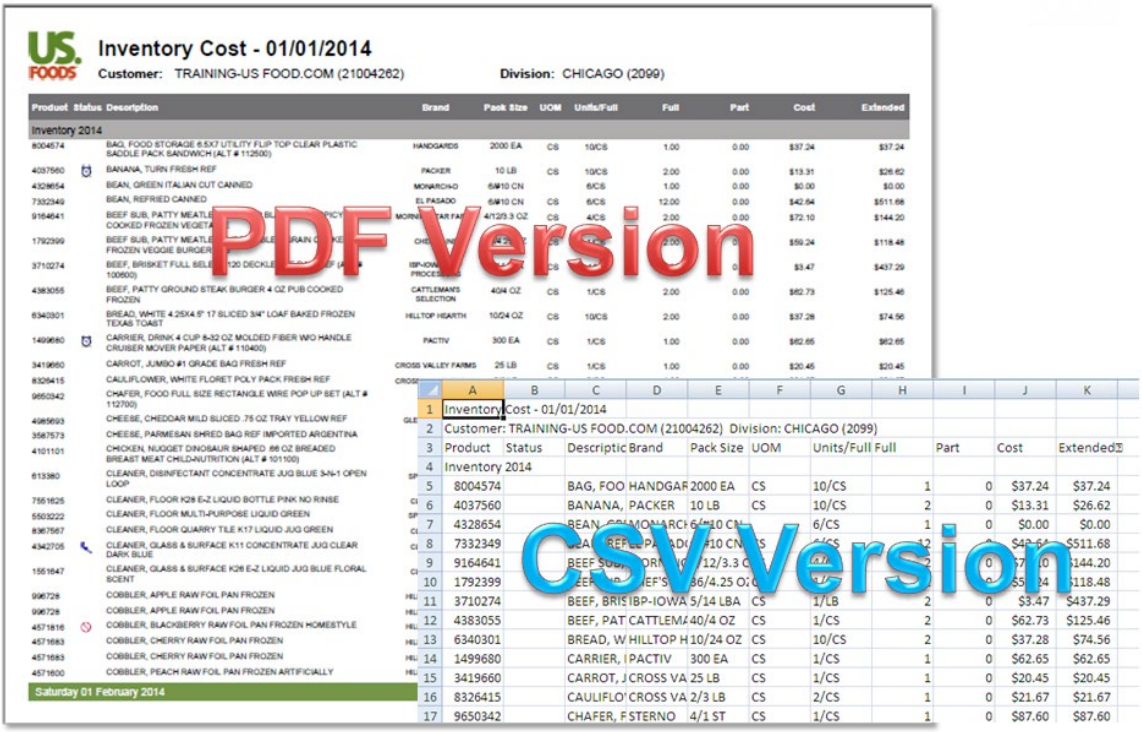
Product Number
- Sorted in ascending product number order

Inventory Reports

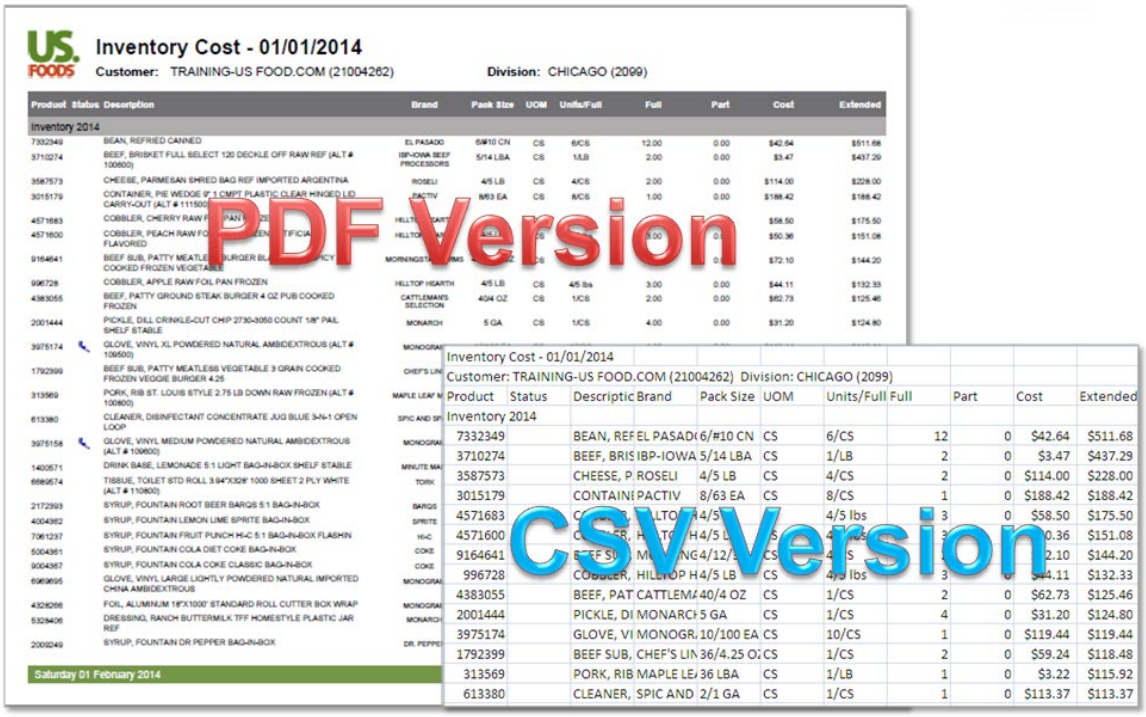
A. Click on Inventory Cost
B. Select report options



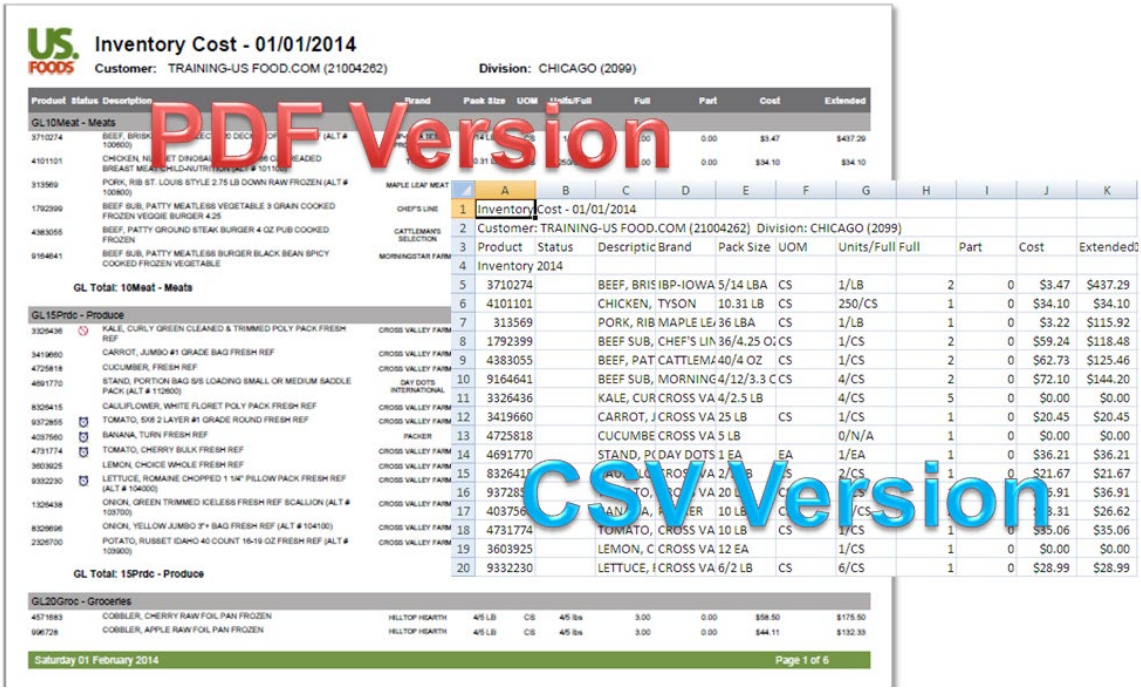
Inventory Cost – Description Ascending



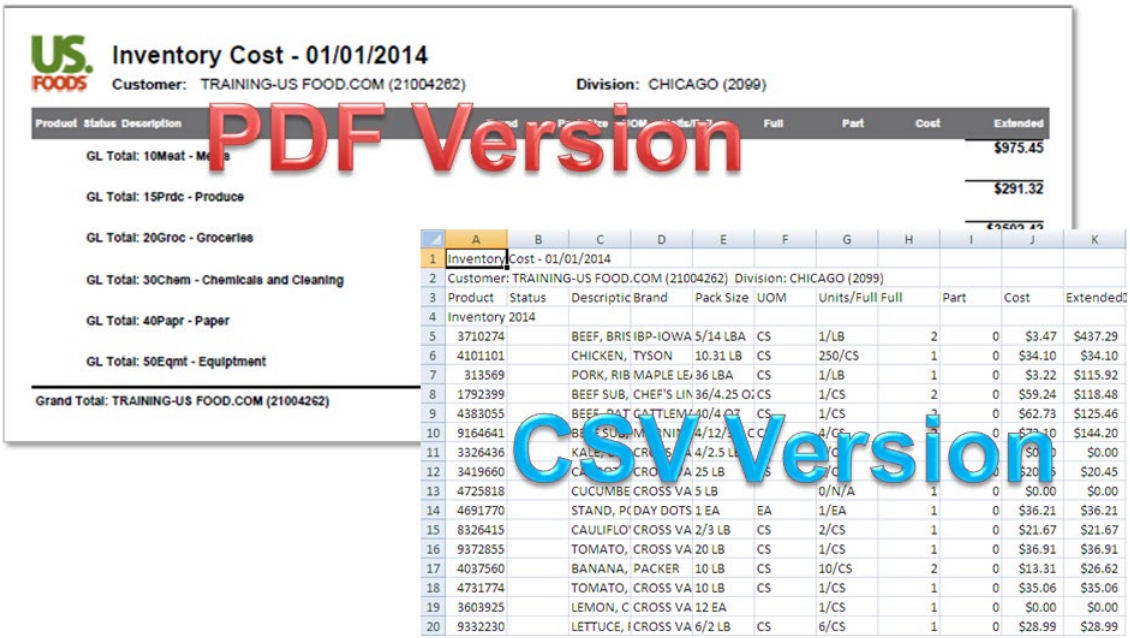
Inventory Cost – Extended Value – Descending



Inventory Cost – GL# with Subtotal Detail - Ascending



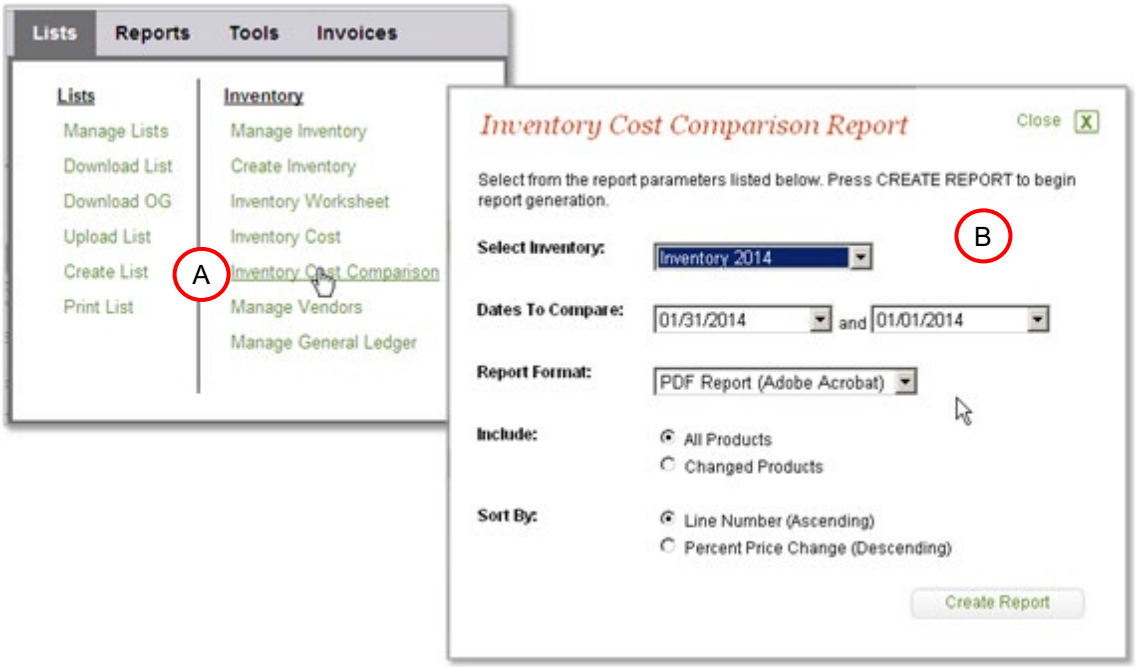
Inventory Cost – GL# without Subtotal Detail – Ascending



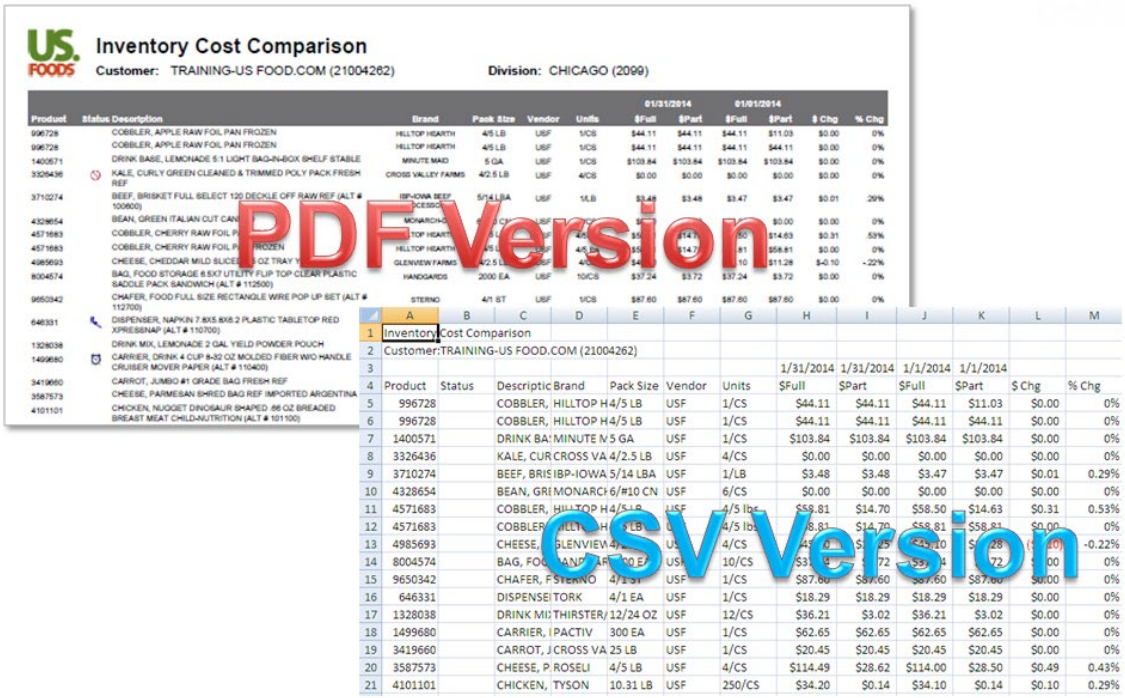
Inventory Cost Comparison Report

- This report compares the pricing of items within the current inventory to a previous inventory. You may choose to display only those items that have changed in price.

  A. Click on Inventory Cost
  B. Select report options

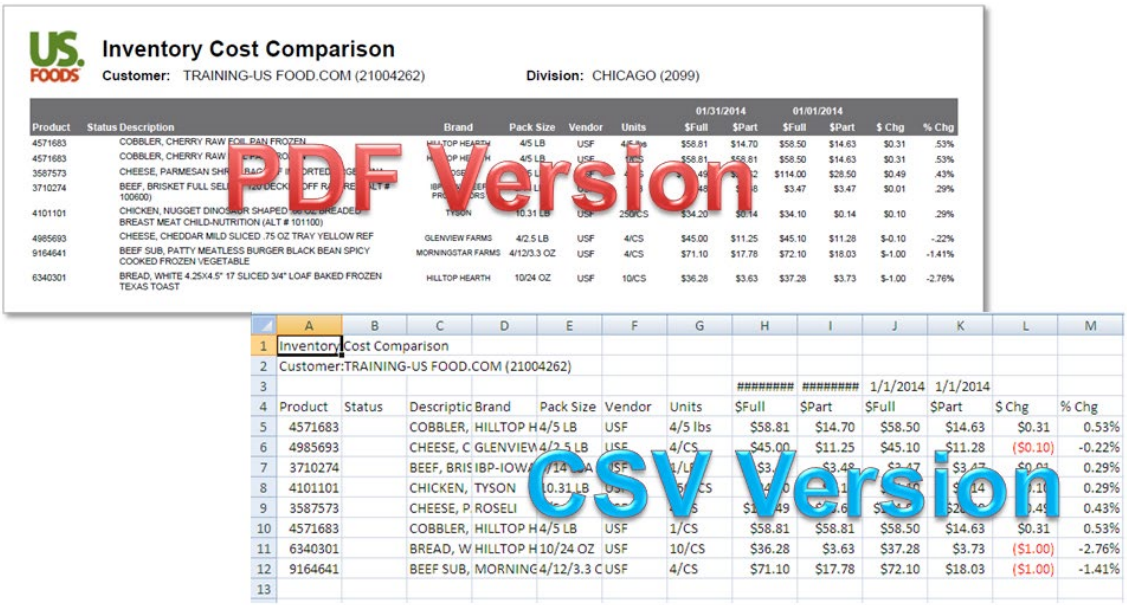


Inventory Cost Comparison – All Products



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Inventory Cost Comparison												
2	Customer:TRAINING-US FOOD.COM (21004262)												
3								1/31/2014	1/31/2014	1/1/2014	1/1/2014		
4	Product	Status	Descriptic	Brand	Pack Size	Vendor	Units	$Full	$Part	$Full	$Part	$ Chg	% Chg
5	996728		COBBLER,	HILLTOP H	4/5 LB	USF	1/CS	$44.11	$44.11	$44.11	$11.03	$0.00	0%
6	996728		COBBLER,	HILLTOP H	4/5 LB	USF	1/CS	$44.11	$44.11	$44.11	$44.11	$0.00	0%
7	1400571		DRINK BA	MINUTE M	5 GA	USF	1/CS	$103.84	$103.84	$103.84	$103.84	$0.00	0%
8	3326436		KALE, CUR	CROSS VA	4/2.5 LB	USF	4/CS	$0.00	$0.00	$0.00	$0.00	$0.00	0%
9	3710274		BEEF, BRIS	IBP-IOWA	5/14 LBA	USF	1/LB	$3.48	$3.48	$3.47	$3.47	$0.01	0.29%
10	4328654		BEAN, GRI	MONARCH	6/#10 CN	USF	6/CS	$0.00	$0.00	$0.00	$0.00	$0.00	0%
11	4571683		COBBLER,	HILLTOP H	4/5 LB	USF	4/5 lbs	$58.81	$14.70	$58.50	$14.63	$0.31	0.53%
12	4571683		COBBLER,	HILLTOP H	4/5 LB	USF	4/5 lbs	$58.81	$14.70	$58.81	$58.81	$0.00	0%
13	4985693		CHEESE,	GLENVIEW	4/2.5 LB	USF	4/CS	$45.00	$11.25	$45.10	$11.28	($0.10)	-0.22%
14	8004574		BAG, FOO	HANDGARDS	2000 EA	USF	10/CS	$37.24	$3.72	$37.24	$3.72	$0.00	0%
15	9650342		CHAFER, F	STERNO	4/1 ST	USF	1/CS	$87.60	$87.60	$87.60	$87.60	$0.00	0%
16	646331		DISPENSE	TORK	4/1 EA	USF	1/CS	$18.29	$18.29	$18.29	$18.29	$0.00	0%
17	1328038		DRINK MI	THIRSTER/	12/24 OZ	USF	12/CS	$36.21	$3.02	$36.21	$3.02	$0.00	0%
18	1499680		CARRIER,	PACTIV	300 EA	USF	1/CS	$62.65	$62.65	$62.65	$62.65	$0.00	0%
19	3419660		CARROT, J	CROSS VA	25 LB	USF	1/CS	$20.45	$20.45	$20.45	$20.45	$0.00	0%
20	3587573		CHEESE, P	ROSELI	4/5 LB	USF	4/CS	$114.49	$28.62	$114.00	$28.50	$0.49	0.43%
21	4101101		CHICKEN,	TYSON	10.31 LB	USF	250/CS	$34.20	$0.14	$34.10	$0.14	$0.10	0.29%

Inventory Cost Comparison – Changes Only



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Inventory Cost Comparison												
2	Customer:TRAINING-US FOOD.COM (21004262)												
3								########	########	1/1/2014	1/1/2014		
4	Product	Status	Descriptic	Brand	Pack Size	Vendor	Units	$Full	$Part	$Full	$Part	$ Chg	% Chg
5	4571683		COBBLER,	HILLTOP H	4/5 LB	USF	4/5 lbs	$58.81	$14.70	$58.50	$14.63	$0.31	0.53%
6	4985693		CHEESE, C	GLENVIEW	4/2.5 LB	USF	4/CS	$45.00	$11.25	$45.10	$11.28	($0.10)	-0.22%
7	3710274		BEEF, BRIS	IBP-IOWA	5/14 LBA	USF	1/LB	$3.48	$3.48	$3.47	$3.47	$0.01	0.29%
8	4101101		CHICKEN,	TYSON	10.31 LB	USF	250/CS	$34.20	$0.14	$34.10	$0.14	$0.10	0.29%
9	3587573		CHEESE, P	ROSELI	4/5 LB	USF	4/CS	$114.49	$28.62	$114.00	$28.50	$0.49	0.43%
10	4571683		COBBLER,	HILLTOP H	4/5 LB	USF	1/CS	$58.81	$58.81	$58.50	$14.63	$0.31	0.53%
11	6340301		BREAD, W	HILLTOP H	10/24 OZ	USF	10/CS	$36.28	$3.63	$37.28	$3.73	($1.00)	-2.76%
12	9164641		BEEF SUB,	MORNING	4/12/3.3 C	USF	4/CS	$71.10	$17.78	$72.10	$18.03	($1.00)	-1.41%
13													

Inventory Cost Report – Summary

Inventory Cost - 01/01/2014

Customer: TRAINING-US FOOD.COM (21004262) **Division:** CHICAGO (2099)

Product	Status	Description	Brand	Pack Size	UOM	Units/Full	Full	Part	Cost	Extended
		GL Total: 10Meat - Meats								$974.81
		GL Total: 15Prdc - Produce								$291.32
		GL Total: 20Groc - Groceries								$3413.13
		GL Total: 30Chem - Chemicals and Cleaning								$865.68
		GL Total: 40Papr - Paper								$1490.30
		GL Total: 50Eqmt - Equiptment								$200.18
Grand Total: TRAINING-US FOOD.COM (21004262)										$7235.42

Inventory Cost Report – Extended

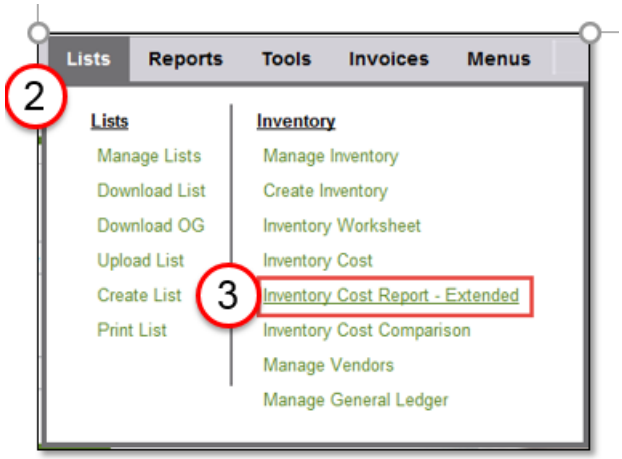
The "Inventory Cost Report – Extended" was created for owner/managers of 2 or more locations who want to get the most up to date inventory reports from all locations.
This extended cost report allows managers to:

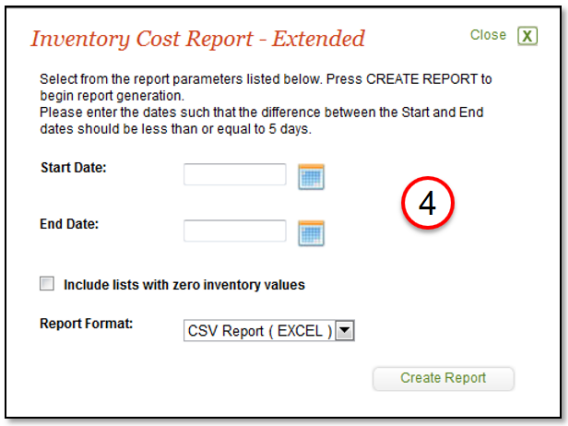
- Pull all active inventory reports for a 5 day date range across multiple locations and divisions
- Pull all key report elements in one Excel / CSV report including

Eliminates the need for location managers to email completed inventories
The report includes the following:

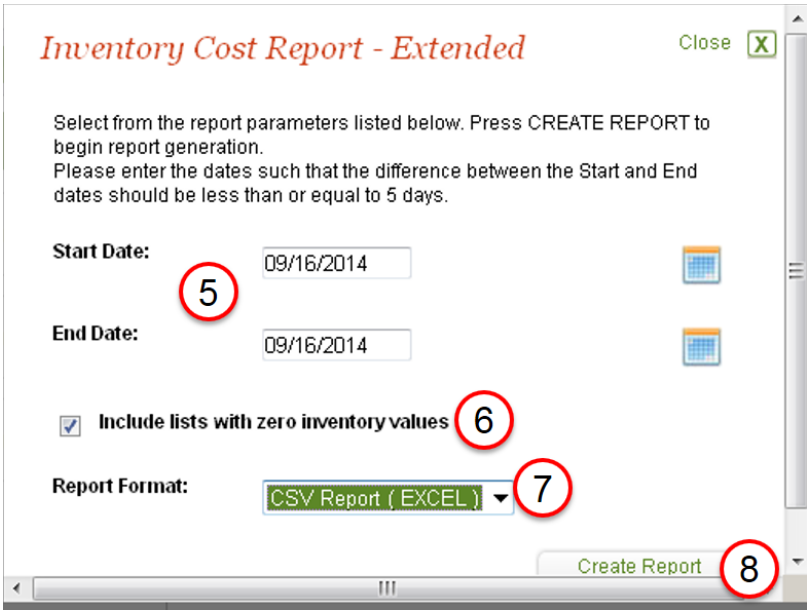
Division Number	Group Name	Manufacturer Product #	Inventory Units on hand
Division Name	Product Number	Net Weight	UOM
Customer Number	List Line #	Vendor	Case cost
Customer Name	Product Description	Daily Par Values	Extended cost
List Name	Brand	Reference # or note	GL Code
Inventory Date	Pack Size	Inventory Units per case	GL Description

1. Verify that all locations have finished entering inventories into US Foods Online.
2. Click on Lists
3. Click on Inventory Cost Report – Extended
4. The Inventory Cost – Extended pop up box will appear.

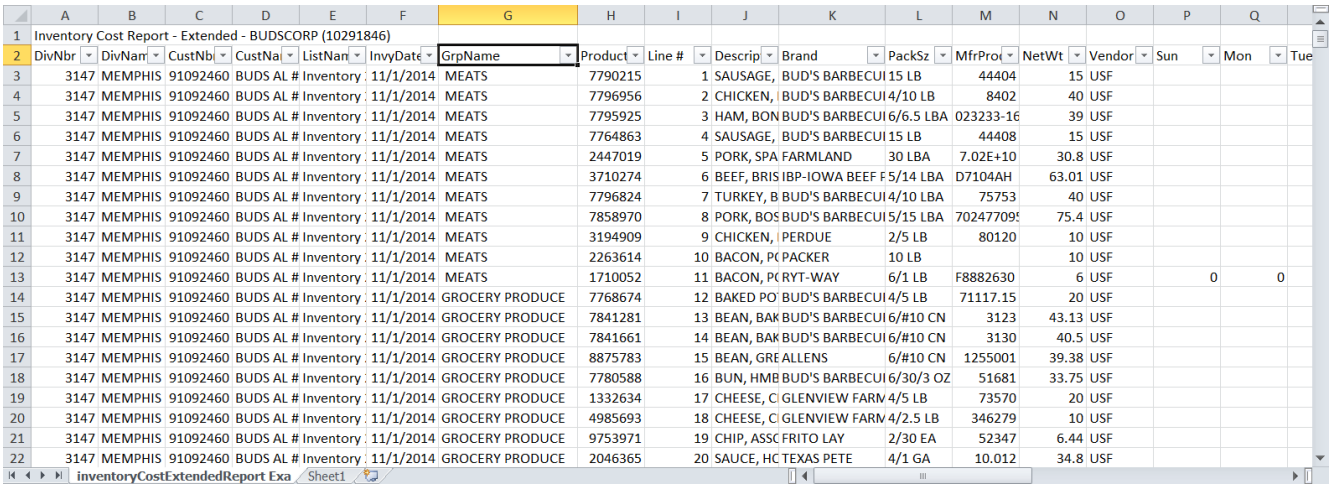




5. Set the start and end date to match the date of the inventory
6. "Include lists with zero inventory values" – optional.
7. Choose the **Report Format**:
   CSV Report
8. Click on Create Report.



9. The downloaded file is a data file and must be manipulated to add subtotals and eliminate any unneeded data columns



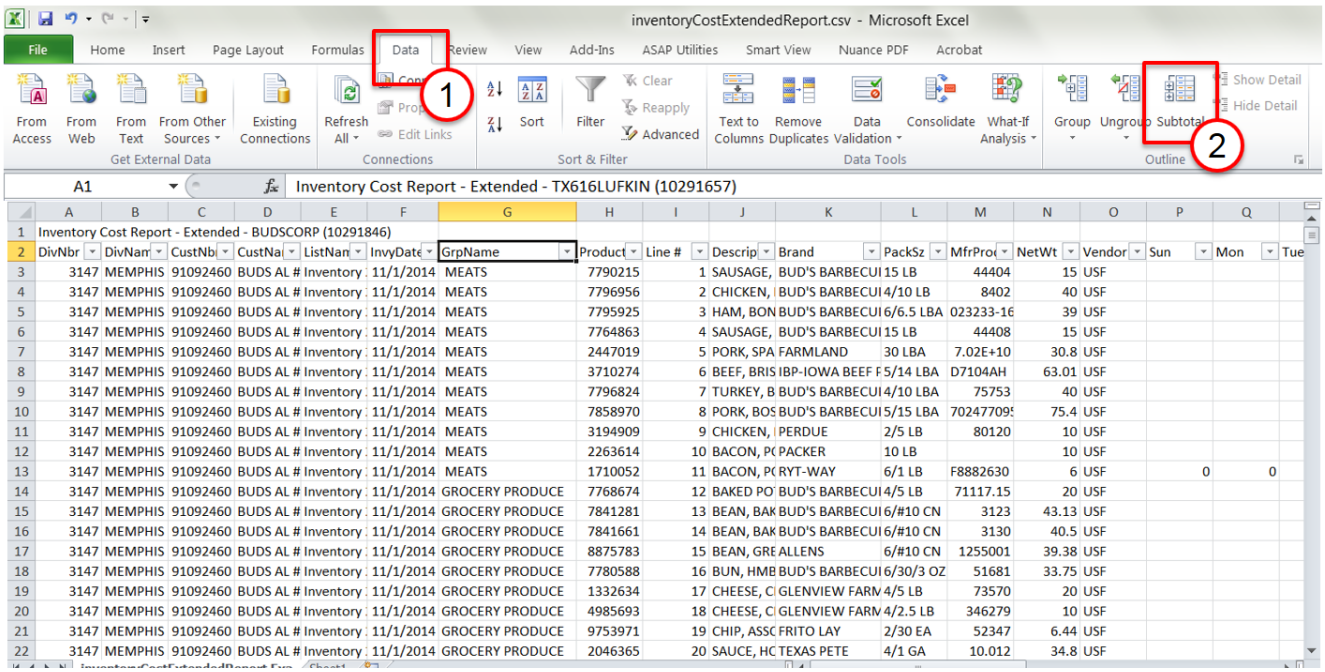
Inventory Cost Report - Extended - BUDSCORP (10291846)

DivNbr	DivNam	CustNb	CustNa	ListNam	InvyDate	GrpName	Product	Line #	Descrip	Brand	PackSz	MfrProd	NetWt	Vendor	Sun	Mon	Tue
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7790215	1	SAUSAGE,	BUD'S BARBECUI	15 LB	44404	15	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7796956	2	CHICKEN,	BUD'S BARBECUI	4/10 LB	8402	40	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7795925	3	HAM, BON	BUD'S BARBECUI	6/6.5 LBA	023233-16	39	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7764863	4	SAUSAGE,	BUD'S BARBECUI	15 LB	44408	15	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	2447019	5	PORK, SPA	FARMLAND	30 LBA	7.02E+10	30.8	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	3710274	6	BEEF, BRIS	IBP-IOWA BEEF F	5/14 LBA	D7104AH	63.01	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7796824	7	TURKEY, B	BUD'S BARBECUI	4/10 LBA	75753	40	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7858970	8	PORK, BOS	BUD'S BARBECUI	5/15 LBA	702477095	75.4	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	3194909	9	CHICKEN,	PERDUE	2/5 LB	80120	10	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	2263614	10	BACON, P(	PACKER	10 LB		10	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	1710052	11	BACON, P(	RYT-WAY	6/1 LB	F8882630	6	USF	0	0	
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7768674	12	BAKED PO	BUD'S BARBECUI	4/5 LB	71117.15	20	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7841281	13	BEAN, BAK	BUD'S BARBECUI	6/#10 CN	3123	43.13	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7841661	14	BEAN, BAK	BUD'S BARBECUI	6/#10 CN	3130	40.5	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	8875783	15	BEAN, GRE	ALLENS	6/#10 CN	1255001	39.38	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7780588	16	BUN, HMB	BUD'S BARBECUI	6/30/3 OZ	51681	33.75	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	1332634	17	CHEESE, C	GLENVIEW FARM	4/5 LB	73570	20	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	4985693	18	CHEESE, C	GLENVIEW FARM	4/2.5 LB	346279	10	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	9753971	19	CHIP, ASSC	FRITO LAY	2/30 EA	52347	6.44	USF			
3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	2046365	20	SAUCE, HC	TEXAS PETE	4/1 GA	10.012	34.8	USF			

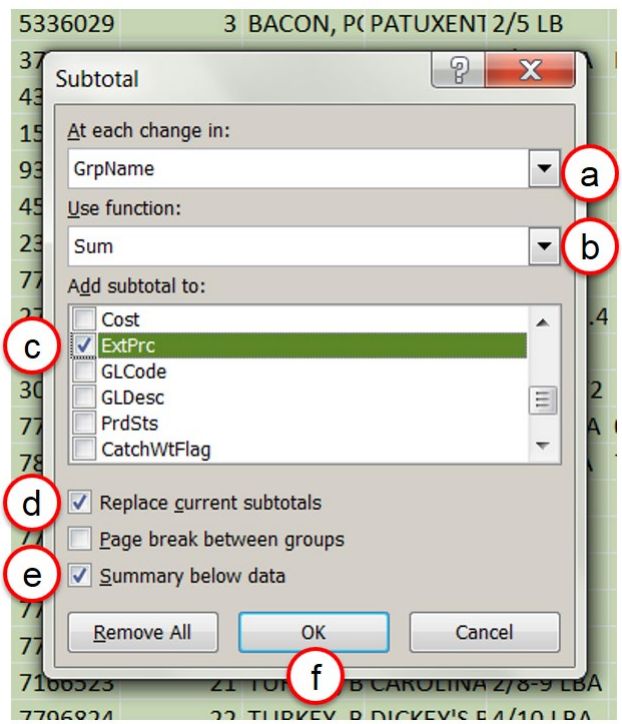
Inventory Cost Report – Extended with Subtotals

Excel can be used to apply subtotals to the Inventory Cost Report – Extended. To do this, open the report in Excel.

1. Click on the Data from the main menu
2. Click on Subtotals



3. Select the following options:
   a) At each change in: GrpName
   b) Use function: Sum
   c) Add subtotal to: ExtPrc
   d) Check – Replace current subtotal
   e) Check – Summary below data
   f) Click on OK



4. The report will show sub totals for each group.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Inventory Cost Report - Extended - BUDSCORP (10291846)														
2	DivNbr	DivNam	CustNbr	CustNa	ListNam	InvyDate	GrpName	Product	Line #	Descrip	Brand	PackSz	MfrProd	NetWt	Vendor
3	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7790215	1	SAUSAGE,	BUD'S BARBECUI	15 LB	44404	15	USF
4	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7796956	2	CHICKEN,	BUD'S BARBECUI	4/10 LB	8402	40	USF
5	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7795925	3	HAM, BON	BUD'S BARBECUI	6/6.5 LBA	023233-16	39	USF
6	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7764863	4	SAUSAGE,	BUD'S BARBECUI	15 LB	44408	15	USF
7	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	2447019	5	PORK, SPA	FARMLAND	30 LBA	7.02E+10	30.8	USF
8	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	3710274	6	BEEF, BRIS	IBP-IOWA BEEF F	5/14 LBA	D7104AH	63.01	USF
9	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7796824	7	TURKEY, B	BUD'S BARBECUI	4/10 LBA	75753	40	USF
10	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	7858970	8	PORK, BOS	BUD'S BARBECUI	5/15 LBA	702477095	75.4	USF
11	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	3194909	9	CHICKEN,	PERDUE	2/5 LB	80120	10	USF
12	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	2263614	10	BACON, P(	PACKER	10 LB		10	USF
13	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	MEATS	1710052	11	BACON, P(	RYT-WAY	6/1 LB	F8882630	6	USF
14							**MEATS Total**								
15	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7768674	12	BAKED PO	BUD'S BARBECUI	4/5 LB	71117.15	20	USF
16	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7841281	13	BEAN, BAK	BUD'S BARBECUI	6/#10 CN	3123	43.13	USF
17	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7841661	14	BEAN, BAK	BUD'S BARBECUI	6/#10 CN	3130	40.5	USF
18	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	8875783	15	BEAN, GRE	ALLENS	6/#10 CN	1255001	39.38	USF
19	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	7780588	16	BUN, HMB	BUD'S BARBECUI	6/30/3 OZ	51681	33.75	USF
20	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	1332634	17	CHEESE, C	GLENVIEW FARM	4/5 LB	73570	20	USF
21	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	4985693	18	CHEESE, C	GLENVIEW FARM	4/2.5 LB	346279	10	USF
22	3147	MEMPHIS	91092460	BUDS AL #	Inventory	11/1/2014	GROCERY PRODUCE	9753971	19	CHIP, ASSC	FRITO LAY	2/30 EA	52347	6.44	USF

Upload an Inventory Worksheet with Non USF Products

Users now have the ability to upload inventory data elements for any list of products that will be used to take inventory. The downloaded CSV version of Inventory Worksheet acts as a template to upload the data.

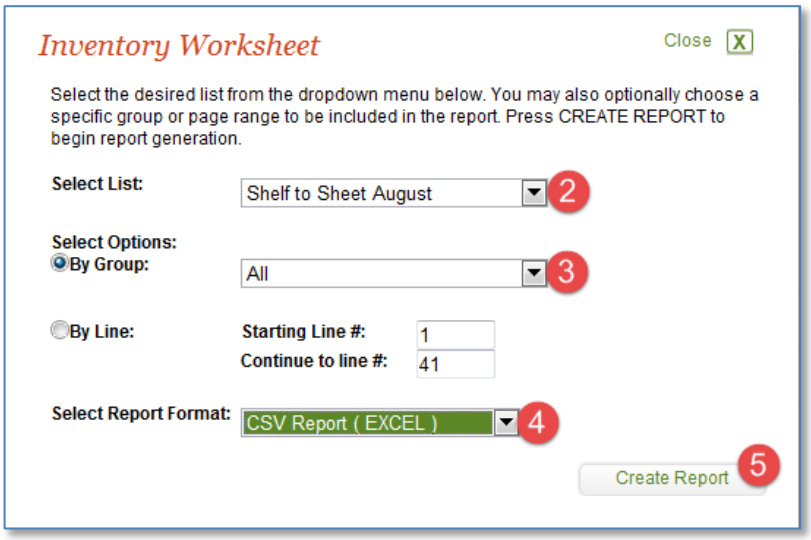
> *Note – The upload process now supports the upload of USF products and **Non-USF products**.*

Process overview

- Select and download an existing list to use as a template
- Edit list with new products, sort order, update or add par levels, GL codes, inventory units and price overrides
- Upload new Inventory Worksheet

Process details

A. Select and download an existing list to use as a template
   1. From the Lists menu, select Inventory Worksheet
   2. Select the list to use as a template



   3. Select Options: By Group "All"
   4. Select Report Format: CSV Report
   5. Click on "Create Report"

B. Edit list with new products, sort order, update or add par levels, GL codes, inventory units and price overrides

1. Inventory Worksheet / Customer - The upload process will ignore the list name and customer info. You do not need to delete or make any changes to this information.
2. Group – The upload process will upload the group name assigned to the product. Group names are limited to 25 characters and cannot contain the following characters: #$%^&* . The upload process will group all of the products with the same group name in sequential order even if they are out of order in the upload file.
3. Add/delete products – add new products or delete products from the worksheet. When adding products, only the group and product number are required.
4. Line number – not required for upload. The worksheet will be uploaded by group and in the same order as the product appears in the list. The line number does not affect the upload order.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Inventory Worksheet - Shelf to Sheet August															
2	Customer: TRAINING-US FOOD.COM (21004262) Division: CHICAGO (2099)															
3	2 Group	3 Product	4 Line #	5 Status	6 Description	Sunday	Monday	Tuesday	7 Wednesd	Thursday	Friday	Saturday	8 Brand	9 Reference	10 Pack Size	Last Buy D OnHa
4	Back Cooler	5740139	1		AVOCADO, PULP POUCH REF								EL PASADO/DEL PASADC		4/4 LB	
5	Back Cooler	6773501	2		TART, APPLE RUSTIC 4" SS BAKED TRAY FROZEN								CHEF'S LINE		3/8/6.3 OZ	
6	Back Cooler	877563	3		BUTTER, CONTINENTAL CHIP 47 COUNT SALTED SS FOIL								GLENVIEW FARMS		4/4.25 LB	
7	Back Cooler	3721008	4		SEAWEED, DRIED NORI MOMO FULL SHEET								MARU-KYO		10/50 EA	
8	Back Cooler	4571600	5		COBBLER, PEACH RAW FOIL PAN FROZEN ARTIFICIALLY F								HILLTOP HEARTH/DEVOI		4/80 OZ	
9	Back Cooler	3934353	6		BREAD, FLAT NAAN ROASTED GARLIC TANDOORI 4.4 OZ								CHEF'S LINE		6/8/4.4 OZ	
10	Back Cooler	1569425	7		TURKEY, BREAST WHOLE MUSCLE PAN SKINLESS COOKE								METRO DELI		2/8 LBA	
11	Back Cooler	3934320	8		BREAD, FLAT NAAN TANDOORI 4.4 OZ TEARDROP BAKED								CHEF'S LINE		6/8/4.4 OZ	
12	Back Cooler	3897998	9		EMPANADA, STEAK & CILANTRO MINI PARFRIED FROZEN								MOLLY'S KITCHEN		4/27/1.5 OZ	
13	Meat Freezer	3938214	10		HAM, BONELESS D-SHAPED SMOKED APPLEWOOD REF D								METRO DELI		2/7 LBA	
14	Meat Freezer	6763601	11		BACON, PORK COOKED 150 COUNT HARDWOOD SMOKE								PATUXENT FARMS		2/150 EA	
15	Meat Freezer	1792431	12		BEEF SUB, PATTY MEATLESS VEGETABLE 3 GRAIN COOKE								CHEF'S LINE		54/1.8 OZ	
16	Meat Freezer	1776855	13		PORK, SHOULDER BUTT BONELESS COOKED PIT APPLEW								CHEF'S LINE		2/4.5 LBA	
17	Meat Freezer	1794296	14		SALMON, PATTY 4 OZ PINK & KETA RAW IQF FROZEN US.								CHEF'S LINE		2/5 LB	
18	Back Cooler	2001444	15		PICKLE, DILL CRINKLE-CUT CHIP 2730-3050 COUNT 1/8"								MONARCH		5 GA	
19	Meat Freezer	1792399	16		BEEF SUB, PATTY MEATLESS VEGETABLE 3 GRAIN COOKE								CHEF'S LINE		36/4.25 OZ	

5. Status # – information is ignored in this column
6. Description – information is ignored in this column
7. Par Levels – information is optional
8. Brand – information is ignored
9. Reference – information is optional. Use this field for a product notes or reference number.
10. Pack size – information is ignored

11. Last Buy - information is ignored
12. On Hand - information is ignored

Inventory Worksheet - Shelf to Sheet August
Customer: TRAINING-US FOOD.COM (21004262) Division: CHICAGO (2099)

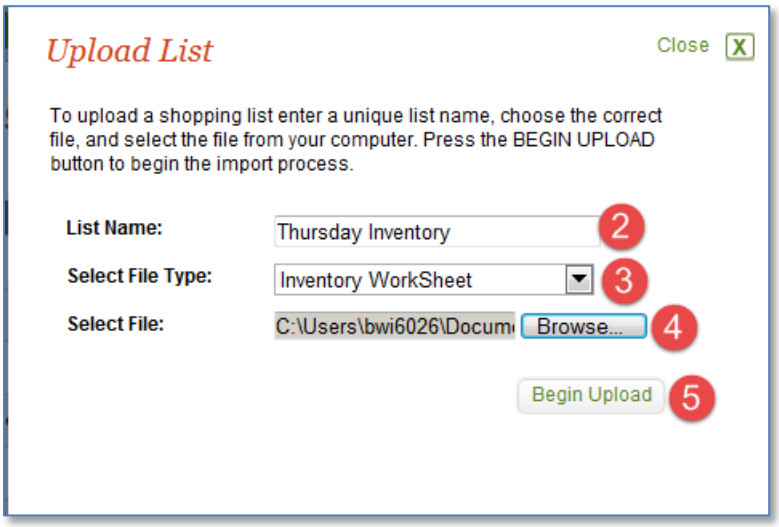
Group	Product	Line #	Status	Description	Sinde	11 Last Buy D	12 OnHand/C	13 $Full	14 $Part	15 Units/Full	16 GL	17 Vendor
Back Cooler	5740139	1		AVOCADO, PULP POUCH REF				$68.06 CS	$0.00 EA	4/CS	15prdc	USF
Back Cooler	6773501	2		TART, APPLE RUSTIC 4" SS BAKED TRAY FROZEN		OZ		$71.83 CS	$0.00 EA	3/CS	15prdc	USF
Back Cooler	877563	3		BUTTER, CONTINENTAL CHIP 47 COUNT SALTED SS FOIL		LB		$87.16 CS	$0.00 EA	4/CS	20groc	USF
Back Cooler	3721008	4		SEAWEED, DRIED NORI MOMO FULL SHEET		A		$94.52 CS	$10.87 EA	10/CS	15prdc	USF
Back Cooler	4571600	5		COBBLER, PEACH RAW FOIL PAN FROZEN ARTIFICIALLY F				$50.36 CS	$0.00 EA	4/CS	20groc	USF
Back Cooler	3934353	6		BREAD, FLAT NAAN ROASTED GARLIC TANDOORI 4.4 OZ		OZ		$54.30 CS	$0.00 EA	6/CS	20groc	USF
Back Cooler	1569425	7		TURKEY, BREAST WHOLE MUSCLE PAN SKINLESS COOKE		A		$6.04 LB	$0.00 EA	2/LB	10meat	USF
Back Cooler	3934320	8		BREAD, FLAT NAAN TANDOORI 4.4 OZ TEARDROP BAKED		OZ		$48.33 CS	$0.00 EA	6/CS	20groc	USF
Back Cooler	3897998	9		EMPANADA, STEAK & CILANTRO MINI PARFRIED FROZEN		5 OZ		$122.51 C	$0.00 EA	4/CS	20groc	USF
Meat Freezer	3938214	10		HAM, BONELESS D-SHAPED SMOKED APPLEWOOD REF D				$6.04 LB	$0.00 EA	2/LB	10meat	USF
Meat Freezer	6763601	11		BACON, PORK COOKED 150 COUNT HARDWOOD SMOKE				$53.42 CS	$0.00 EA	1/CS	10meat	USF
Meat Freezer	1792431	12		BEEF SUB, PATTY MEATLESS VEGETABLE 3 GRAIN COOKE		OZ		$42.58 CS	$0.00 EA	1/CS	10meat	USF
Meat Freezer	1776855	13		PORK, SHOULDER BUTT BONELESS COOKED PIT APPLEW		BA		$7.30 LB	$0.00 EA	2/LB	10meat	USF
Meat Freezer	1794296	14		SALMON, PATTY 4 OZ PINK & KETA RAW IQF FROZEN US				$79.51 CS	$0.00 EA	2/CS	10meat	USF
Back Cooler	2001444	15		PICKLE, DILL CRINKLE-CUT CHIP 2730-3050 COUNT 1/8"				$32.45 CS	$0.00 EA	1/CS	20groc	USF
Meat Freezer	1792399	16		BEEF SUB, PATTY MEATLESS VEGETABLE 3 GRAIN COOKE		OZ		$59.25 CS	$0.00 EA	1/CS	10meat	USF
Meat Freezer	1782242	17		BEEF, PATTY CHOPPED CHUCK & SHORT RIB CHOICE AN				$84.81 CS	$0.00 EA	1/CS	10meat	USF
Ice Cream Freezer	904110	18		ICE CREAM, BUTTER PECAN TUB FROZEN				$32.72 CS	$0.00 EA	1/CS	20groc	USF

13. $Full – Delete the pricing in this column. Any price uploaded will set the pricing flag to price override.
14. $Part – Delete the pricing in this column.
15. Units / Full – these are the inventory units. This data can be edited to reflect the customers inventory units. Format is number of units / unit description. Example: 6/pies
16. GL – Enter the product GL code. The GL codes must first be setup on the site using the Lists>Manage General Ledger function. Enter the GL # in this column – not the GL Account Name.
17. Vendor – Information in this column is ignored.

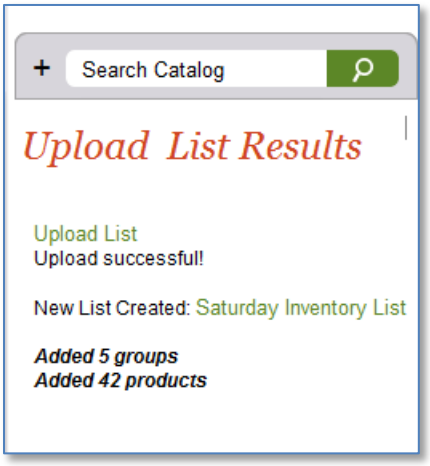
At this point in time, non-usf products cannot be uploaded. An enhancement will be made to the system in Q1 2015 to enable this function.

C. Upload the new Inventory Worksheet

1. Click on Lists>Upload List. The Upload List pop-up will appear.

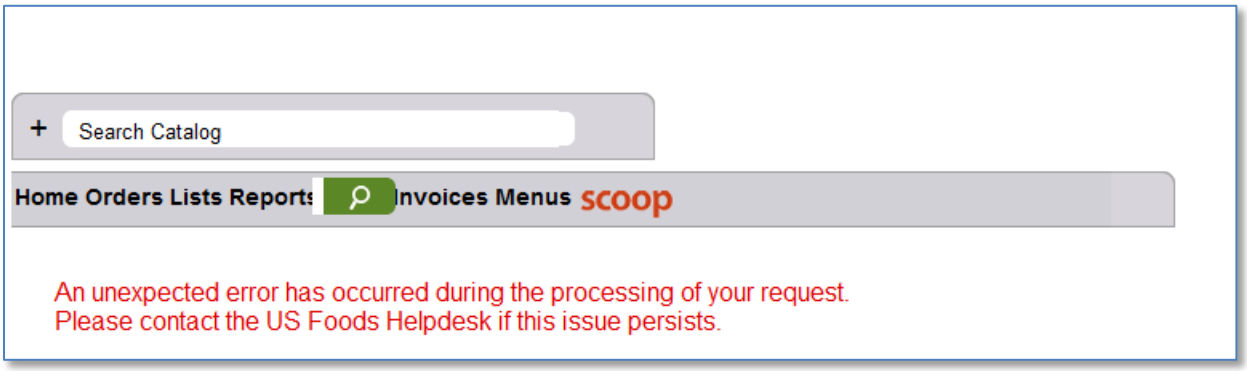


2. List name - Enter a unique name for the list
3. Select File Type – Select Inventory Worksheet
4. Select File – Click browse to navigate to the Inventory Worksheet file to upload
5. Click on begin upload.
6. After the list uploads, a message will appear:

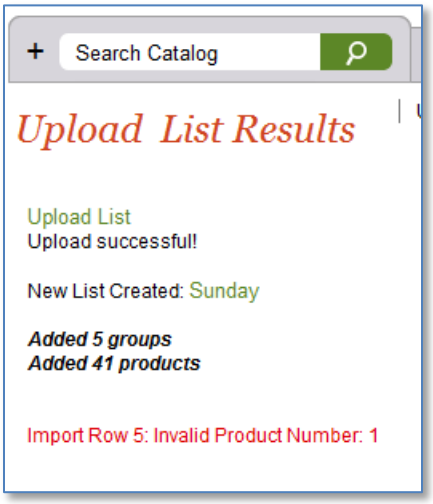


7. If the upload is successful, it will note the number of groups and products added. Click on the list name to view the list online.

8. If you have invalid characters in the group name, you will see the following message:



If you upload an invalid product number, you will see a detailed message:

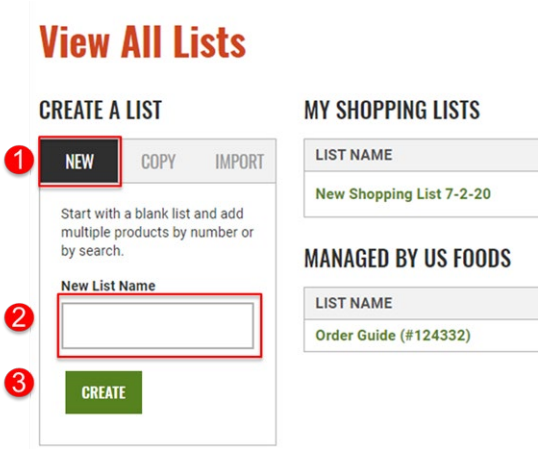


Managing Lists with the List Management Application

Create a New List from Scratch

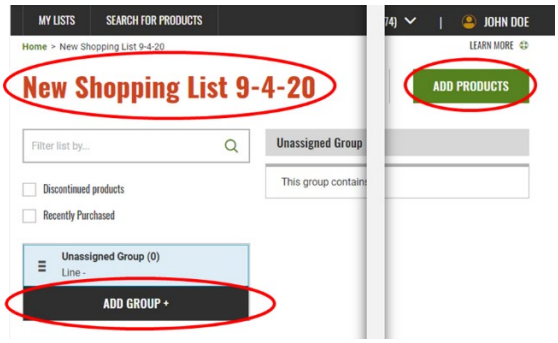
Creating a New List:

1. Select "**NEW**"
2. Type in a "**New List Name**"
    - *Recommend giving it a unique name to easily identify*
3. Click "**CREATE**"



- The **Name** of your shopping list will be displayed in the upper left.
- From this screen you can now **Add Products**.
- You can also create **Groups**.

NOTE: *Groups are a great way to organize products on a list into a "Shelf to Sheet" sequence.*
This type of sequence makes ordering much more efficient.

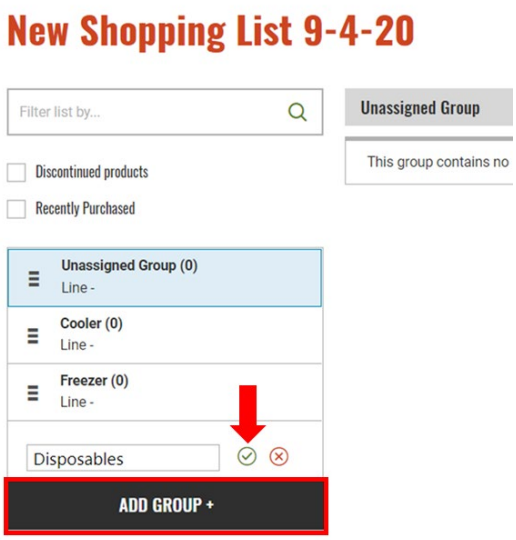


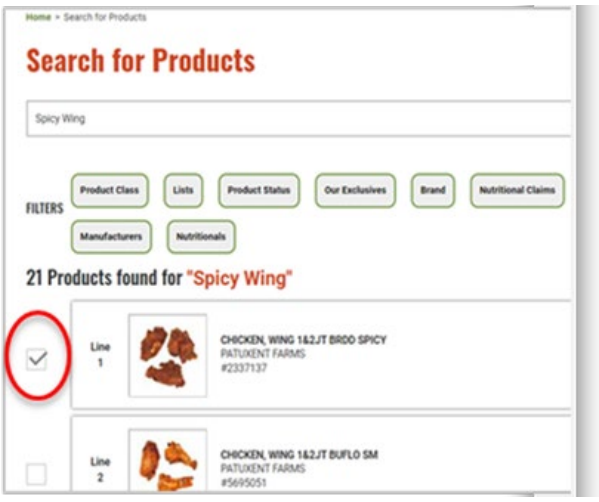
Adding Product Groups

- Click on the "**ADD GROUP+**" button.
- Type in a Group Name.
- Click the **Green Check Mark** to save.
- Repeat until you have your Groups added.

**You can always go back and add more as need.*

NOTE: The Unassigned Group will always be displayed and available for any products not assigned to a group.

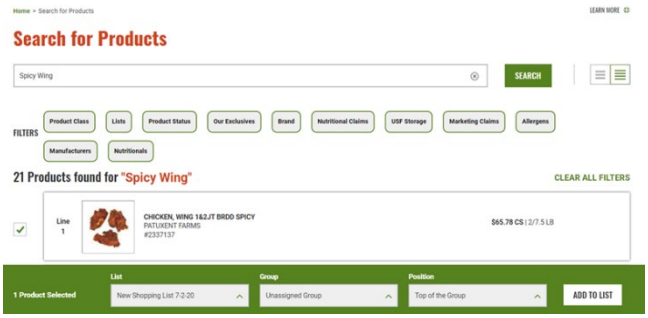




Adding Products to the List / Groups

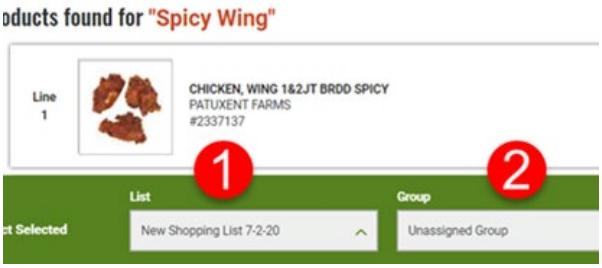
- To add Products to your List, click on one of the Catalog options from your List Page.
  - **SEARCH FOR PRODUCTS**
  - **ADD PRODUCTS**
- Then search for the product(s) you want to add.

- Using the **Product Search** functions locate the item(s) you want to add to your Shopping List.
- Select the Product(s) by placing a "**Checkmark**" in the box to the Left.
- Once you select a Product (s) you will see a Green "**Action Bar**" appear at the bottom of the screen.
- Use this **Action Bar** to strategically add the Check Marked Item(s) to this list or other lists you may wish.

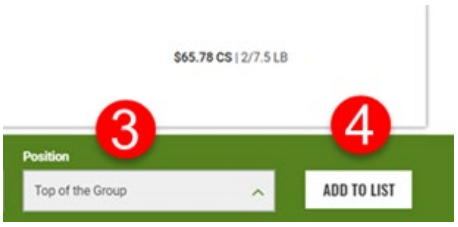


Let's Explore the options on this **Action Bar**.

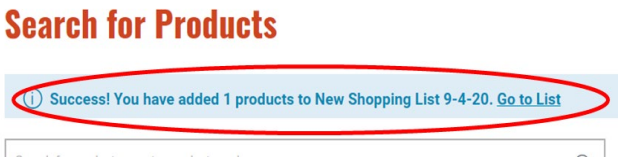
1. **List** – Choose the list you want to add the product to. It will be defaulted to the current list you are working with.
2. **Group** – Choose the Group within that List you want it to add it to. (If you have no groups it will default to "Unassigned")



3. **Position** – Choose the Position (top or bottom) in that Group you want to product located.
4. **ADD TO LIST** - Add the selected Product(s) to the Group & List.



- Once you Click ADD TO LIST you will see a "Success" message displayed.
- From here you have the option to continue Searching and Adding products or you click "Go to List" to return to your Shopping List.



Inventory shopping lists and worksheets

The List Management application will keep order entry shopping lists and worksheets in synch with the inventory program. To keep shopping lists used for order entry and shopping lists used for inventory in synch, all changes to the lists **must be made through the List Management application**.

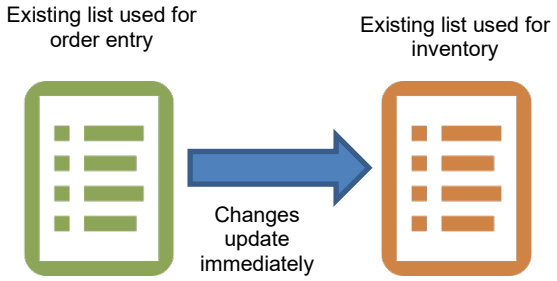
Changes made to a list on the inventory system will not update lists for order entry. Additionally, the List Management application does not support non-USF products. **Changes to non-USF products can only be made while using the inventory system.**

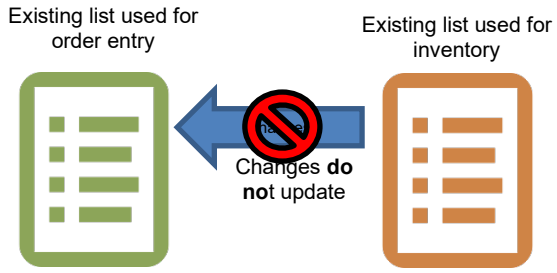
When a new list is created in the List Management application, **it will take about 10 to 15 minutes to appear in the Inventory program.** Changes to an existing list will be immediate. These changes include:

- Adding, deleting, copying or moving products or groups
- Renaming lists or groups

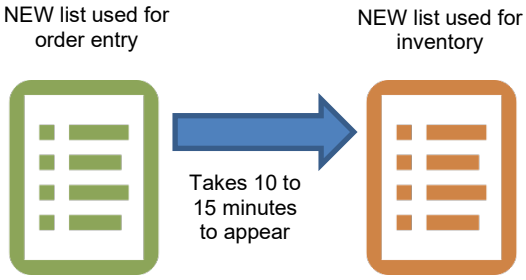
In summary:

- Changes made to lists when creating orders or when in list management will update lists used for inventory.
- Changes made to lists when in the inventory system will not update lists used for ordering.
- Non-USF products can only be added or edited in the inventory program





Non-USF products can only be added or edited in the inventory program. **Newly created non-USF products will not show on lists used for order entry.**



Frequently Asked Questions

Inventory Cost Reports

1. Non-USF products – extended pricing is not showing for these products.
   Answer – Make sure that a weight has been entered in the Average Net Weight field.